



## League of Women Voters of Nevada County

### Membership Committee Chair Volunteer Job Description 2026

**Term:** June 2026 – June 2027

#### Why This Role Matters – Position Overview

LWV Nevada County is a 100% volunteer-driven organization. Our members *are* our strength – and when membership thrives, so does our League and our community.

The Membership Director plays a vital role in nurturing that strength. This position leads efforts to encourage new members from the community, welcome new members, support and retain current members, maintain our online roster, and help the LWV Nevada County Board understand what members value most about the League. These insights directly inform the League's planning and strategic directions.

If you enjoy connecting with people and strengthening our community, this role makes a real visible impact.

#### Position Description

- Encourage and welcome new members to the League through communications and events
- Cultivate and maintain a relationship with current members
- Monitor the online membership platform provided to us by the National League and provide roster updates to the LWVNC Board
- Help identify what it is about the League that members value and share those insights with the LWV Nevada County Board.
- Collaborate with the LWV Nevada County Nominating Committee to identify future leaders and with the Volunteer Coordinator to match members with opportunities that fit their interests
- Option to partner with the Volunteer Development Committee to recruit members to be a part of the Membership Committee who would assist in these activities.

#### Time Commitment

- Attend monthly Board meetings (approximately 2 hours each), with a commitment to participate in at least 8 out of 10 meetings annually. The Board observes a recess in July and December.
- Your involvement in activities to engage with members largely depends on your discretion and the engagement level of Committee members. These activities could include:
  - Annual check-ins with members
  - Extending well wishes and congratulations to members when appropriate

- Coordinating member reminders for annual meetings and elections
- Planning member recognition efforts

Opportunities for your contribution are wide-ranging and can reflect your creative ideas and vision as the Membership Director!

We are looking forward to your unique contributions and insights!

### **Skills & Qualities needed**

- Google Drive and spreadsheet knowledge or willingness to learn
- Willingness to learn new membership dues processing app
- Approachable, friendly, and engaging demeanor
- Comfortable communicating with a wide range of people
- Interest in relationship-building and community engagement

**Location** - All activities are in Nevada County.

### **Why Volunteers Love This Role**

- One of the best positions to build and cultivate relationships.
- Opportunity to deepen connections and build strength in the community.
- Develop and/or strengthen skills in leadership, communication, and collaboration.
- Serve on the LWV Nevada County Board of Directors, helping shape League priorities and activities.
- Flexibility to make the role your own – creativity is encouraged!

### **Events Past & Present**

- You can get a feel for the types of events we have had in the past and are planning on our website, particularly on these pages:
- <https://my.lwv.org/california/nevada-county/browse-voter-newsletters-going-back-2017>
- <https://my.lwv.org/california/nevada-county/recent-past-election>
- <https://my.lwv.org/california/nevada-county/elections/upcoming-elections>

### **Support and Mentorship**

- You won't be doing this alone! Several Board members are available to mentor, answer questions, and help ensure a smooth transition to the role.

**Staff Name and Contact** - If you're interested, please email Lynn Forbes or Jan Bedyn, [president@lwvnevadacounty.org](mailto:president@lwvnevadacounty.org)

### **League of Women Voters Purpose, Mission, Values and Scope**

The League of Women Voters of Nevada County is a nonpartisan organization encouraging informed and active participation in government that empowers citizens to shape better communities.

Our Mission is to protect voting rights and inspire civic engagement with courage and integrity as we engage with the community.

We are dedicated to unbiased voter education about elections, the voting process and public policy. Therefore, we do not advocate on issues, and we adhere to the nation-wide LWV policy of never supporting or opposing any political party or candidate.

To conduct our voter service and citizen education activities, resources are available to us from the National and California League of Women Voters Education Funds, which are 501(c)(3) corporations, nonprofit educational organizations. These resources are developed from a rich source of knowledge held, and research conducted by our members nationwide.