

## **Members' Representative**

**Purpose:** The Members' Representative responds to members' inquiries and serves as a liaison between the Board of Directors and the members.

**Relationships:** Works closely with members and the Board of Directors.

**Responsibilities include, but are not limited to:**

- ◇ Builds relationships with members.
  - ◇ Handles and facilitates resolution to membership concerns and informs Board of Directors of unusual situations or unresolved issues.
  - ◇ Responsive to the needs of prospective members.
  - ◇ Other duties as are incident to the office of Members' Representative.
  - ◇ Other such duties as may be assigned by the Board of Directors.
- Welcomes new members (welcome packet)