



## **2008 Cornerstone Membership Committee - Description of Duties**

**Mission:** To team new members with current Lee BIA members so that new members may develop a commitment to the Association. This pairing will provide new members with a vehicle to network within the building industry by promoting and ultimately increasing their business and retaining their membership.

The Cornerstone Committee has been organized into three divisions help serve the members of the Lee Building Industry Association in the following ways:

*[Please check the role(s) that you are interested in and have time to dedicate to.]*

**Recruiting** New Members:

Invite fellow vendors, subcontractors and business partners to get involved in the Lee BIA to enjoy all of the member benefits.

**Welcoming** New Members:

Welcome each new member with an office visit or phone call. Invite new members to attend an upcoming event. Attend meetings to welcome new members and help them to meet other valuable BIA member contacts.

**Retaining** Members:

Make phone calls to encourage active participation, verify contact information and ensure that members are satisfied with their BIA membership. Remind BIA members to continuously take advantage of their member benefits including awards, programs, table top events, *Building Review*, networking opportunities and member discounts.

### **Duties and Responsibilities:**

All Cornerstone Committee Members are required to:

Join one of the three Cornerstone Committee divisions.

Attend 8 of 11 committee meetings annually. When a conflict arises that prohibits attendance, members must contact the BIA prior to the meeting if the absence is to be considered an excused absence. Missing 2 or more meetings may result in dismissal from the committee.

Complete monthly assignments. This may include making phone calls, sending emails as well as reporting results to the BIA office in a timely manner. Please note: when members miss a meeting and do not communicate either their progress or their willingness to continue, their assigned members may be re-assigned at the chairperson's or BIA liaison's discretion.

Assist at the General Membership Meetings at least three times a year. This may include assisting at the membership table and/or welcoming members at events.

*If appointed, I agree to serve on the Membership Committee through December 31, 2008 and will adhere to this job description to the best of my ability.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Appointed: \_\_\_\_\_