

**Committee Name:                      Membership Committee**

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**Committee Purpose:**

To increase the overall membership of CAI Orange County Regional Chapter by identifying and marketing to potential new members. Increase member retention by encouraging member involvement and providing education about the benefits of membership.

**Duties:**

- 1. Membership Retention (Orientation & Engagement)**
  - a. Contact all new members with a phone call and follow up email to confirm member data.
  - b. Make a phone call and follow up email to invite all new members to scheduled events.
  - c. Attend Open Houses to make introductions and educate attendees on the benefits of CAI membership.
  - d. Being Ambassadors/Greeters at Chapter events.
- 2. New Member Recruitment**
  - a. Plan and coordinate a Membership Campaign.
  - b. Speak at the end of the CLTP courses on the benefits of CAI-OC membership.
- 3. Plan and coordinate the Free Legal Advice event.**
  - a. Solicit sponsors for the Resource Binder and help to put the binder together
  - b. Volunteer at the event
- 4. Support and work with other committees with complementary objectives**
  - a. Submit articles promoting the Membership Committee's activities
  - b. Identify and present to the Board opportunities to speak at Orange County Community Events to educate about the benefits of CAI-OCRC

**Committee Calendar Includes:**

- Meeting monthly on the first Wednesday at 9am.
- Annual Free Legal Advice Event
- Minimum 3 New Member Open House events per year