



**POSITION DESCRIPTION**  
**MINNESOTA EMPLOYEE RELOCATION COUNCIL**

**Title: Membership Committee Chair**

**Objective:** To provide service and leadership for the membership of the organization, supporting the organization goals of providing forums for the open exchange of information, education, encourage cooperation, and support the professional industry.

**Term:** Two Years

**RESPONSIBILITIES:**

- Recruit and retain membership.
- Maintain current membership roster.
- Email annual membership invoices, tracking returns/payments (work closely with the Treasurer).
- Review and process membership requests, ensuring compliance with By-Laws
- Ensure members comply with MERC By-Laws
- Conduct surveys of the membership, as needed
- Attend Executive Board Meetings
- Prepare successor for office

**QUALIFICATIONS:** Corporate or service member in good standing