

MEMBERSHIP & RETURNED VOLUNTEER SUPPORT COMMITTEE CHARTER

Purpose:

- To oversee membership development, retention and records maintenance for NorCal in conjunction with the National Peace Corps Association (NPCA).
- To provide support to recently returned volunteers through mentoring in job search, social activities and networking opportunities.

Duties and Responsibilities concerning Membership:

- To coordinate membership recruitment with the board and member groups.
- To develop systems for renewals and membership retention.
- To develop and maintain the database of NorCal members.
- To provide membership information and advice to board members, member groups, committees and the NPCA.
- To report membership statistics to the board (including an annual report to determine member group budget allocations and board representation and to calculate the annual affiliation fee to NPCA).
- To be liaison between NorCal and NPCA to resolve membership issues.
- To ensure new members receive information regarding current NorCal events.
- To inform member groups of new members.
- To facilitate member group follow up with new members (especially recently returned) ensuring personal contact with new members through e-mails, phone calls or mailings.

Duties and Responsibilities concerning Returned Volunteer Support

- To work with the Peace Corps Regional Recruiting Office to maintain space and computer/internet access for newly returned and transitioning volunteers.
- To prepare NorCal informational insert letters to be included in recruitment office correspondence with applicants.
- To work with member groups to identify and do outreach to newly returned and transitioning volunteers.
- **To work closely with the Outreach and Events Committee to provide networking opportunities between newly returned volunteers and NorCal.**
- To develop and maintain the job mentorship and Re-Connect program in conjunction with recruitment office efforts.
- To maintain the Pre-Connect and Country Connect services offered through the recruitment office.