

# New Member Coordinator Responsibilities

Sustaining strong membership in a unit depends not only on having new members join the unit but also on engaging youth and their families in the unit experience so that they stay. The role of the New Member Coordinators is to ensure that both of these keys to success take place. Note that a unit is encouraged to have co- or multiple holders of this position.

Responsibilities:

- Serve as welcoming ambassadors for the unit.
- Work with the unit committee in planning and implementing the Unit Membership Plan.
- Participate in Fall Recruitment trainings and work with the district membership team.

Specific responsibilities for each New Member Coordinator should be determined by the unit's Committee depending on the needs of the unit. The tasks and opportunities listed below should help to guide the planning for individual and shared responsibilities.

Each of the three action elements serve as pillars of the Unit Membership Plan.

1. Share the benefits of Scouting.
  - a. Share your Scouting story
  - b. Promote Scouting benefits through social media and other avenues.
  - c. Showcase Scouting through engagement in local community events and service.
2. Coordinate unit recruitment.
  - a. Oversee unit recruitment efforts, sign-up nights, back-to-school events, etc.
  - b. Ensure the unit's BeAScout pin is up-to-date and that prompt response occurs.
  - c. Collaborate with local school representatives and community leaders to foster promotion of Scouting opportunities.
3. Guide the joining and welcoming process for youth and their families.
  - a. Establish friendly, enjoyable relationships so that new members form a strong sense of belonging.
  - b. Develop a unit welcome packet that answers frequently asked questions and provides resources and contact information.
  - c. Ensure that youth and adult applications are promptly submitted