

Position: Membership/Ambassador Program

Reports to: Chair – Operations Team

About the role: Membership is the life blood of the WASH Rotary Action Group. The candidate will be passionate about increasing the group’s membership, understanding that engaged Rotarians completing high quality water, hygiene and sanitation projects are crucial, not just to the WASH Rotary Action Group, but to the entire world.

This position has two major emphases:

Membership - Roles and Responsibilities

Form a strong sub-team of WASH Rotarian Action Group members, including board and operations team members, that will develop strategies to increase membership, and will:

- **Implement programs to promote membership retention, e.g. ongoing communication with expired and current members to encourage renewal.**
- **Develop strategic relationships with Zone and District leadership.**
- **Generate promotional materials on the benefits of membership.**
- **Liaise with the Communications Team to ensure a continued focus on generating membership in our newsletters and other media tools.**
- **Secure opportunities to promote membership at District/Club events.**
- **Review membership categories, including non-Rotarian and club memberships, in line with RI guidelines.**
- **Encourage members (and potential members) to participate in WASH Rotary Action Group projects and initiatives.**
- **Solicit feedback on members’ needs, i.e. needs-training, tools, lead generation, etc.**
- **Work with Operations Team members to develop alliances with other WASH organizations for prospective members.**

Ambassador Program: Roles and Responsibilities: Ambassador Program

Review membership of the current Ambassador Program sub-team. Identify new members and establish guidelines. Critical to success will be a regularly updated database of all Ambassadors. Working with this well established team, the Team Leader will:

- Be responsible for overall coordination of the WASH Rotary Action Group’s Ambassador Program. Information about this program is available here: <https://wasraq.org/page/wasraq-ambassadors>
- Identify Districts that don’t have Ambassadors. Canvas WASH Rotary Action Group members in those Districts for possible candidates.
- Provide support to the Ambassador Program, including:
 - Review job description of Ambassadors
 - Assess language abilities and WASH competencies.
 - Review Ambassadors’ performance and ensure Ambassadors are meeting expectations.
 - Ensure Ambassadors provide their annual reports.
 - Canvas potential candidates for the program, e.g. new WASH Rotary Action Group members
 - Develop materials Ambassadors need to support their role.
 - Brief Ambassadors regularly on materials and resources available to them.
 - Work with Ambassadors when they have needs specific to their areas.
 - Identify nominees for the “Ambassador of the Year” award.

A critical part of this position will be to reinforce the importance of the Ambassador role within the WASH Rotary Action Group structure. The team will develop tools to do this, including:

- Develop an Ambassadors’ webinar to reinforce WASH skills and abilities.
- Using Zoom or similar technology, have at least two virtual meetings per year.
- Continue the very successful Senior Leaders event during the convention to reinforce the importance of the Ambassador role.
- Distribute “Ambassadors only” bulletins that will give Ambassadors advance notice of new tools (e.g. brochures, etc.), new guidelines
- Ensure Ambassadors receive their Ambassador pins.

Additional Information:

- ***All positions on the WASH Rotary Action Group operations team are unpaid, volunteer positions.***
- ***Only shortlisted candidates will be contacted for follow up. Follow-up for shortlisted candidates includes an online interview.***
- ***Candidates must be able to work in the English language and attend meetings on alternate Sunday mornings at 8.00 am Eastern Time (N. America). Candidates need a good internet connection and experience working with remote teams is essential.***
- ***Experience working with Rotary clubs at a district level or higher is highly desirable.***
- ***Successful candidates should expect to work for three to five hours a week outside of regular meetings, with workloads increasing at peak times of the year.***