

**Bike COS Mission:** MAKING BICYCLING IN THE PIKES PEAK REGION BETTER FOR PEOPLE OF ALL AGES AND ABILITIES BY

**Advocating** for safe and connected on and off-street bicycle infrastructure

**Teaching** people how to access and safely use our bicycle network

**Uniting** businesses, organizations and individuals who embrace bicycling

**Celebrating** the strength of a community that pedals

Bike COS consists of several committees to include Advocacy, Communications, Education, and Outreach that meet monthly. Bike COS welcomes new volunteers and diverse viewpoints on its leadership team.

**Position: Membership Coordinator, reporting to Communications Chair. Volunteer/Unpaid.**

**Role Description:** The leadership team (executive committee) of Bike COS has identified membership as a key component to the success of the organization, as a thriving membership will both generate funding as well as show the support for the bicycling that exists in our community. The Membership Coordinator is responsible for recruiting and engaging both individual and organizational members, explaining and implementing the benefits of becoming a Bike COS member. The Membership Coordinator will implement a strategy to attract and retain a robust membership by collaborating with the Communications Chair and holding regular monthly or as needed meetings. Note: Committee members and coordinators are required to be members in good standing with the organization.

**Role Responsibilities:**

1. Coordinate and report all membership activities with Bike COS Communications Chair.
2. Recruit a team of engaged volunteers as needed to carry out membership activities.
3. Hold regular monthly meetings as needed.
4. Provide monthly membership updates: total registered members to date (individual and organizational), change since last update, and other relevant membership information.
5. Devise and implement strategies to build our membership, to include devising and implementing fundraising opportunities in alignment with the organization mission.
6. Help the Communications Chair create and implement content for website and social media. Help the Outreach and the Communication Chairs devise and implement an organizational/business membership program, to include fees, benefits, and special recognition on Bike COS website and/or social media.
7. Coordinate with the Communications Chair how to contact new members to welcome them.
8. Contact new members to welcome them.
9. Prepare and engage volunteers who can act as Membership ambassadors at Bike COS events and activities.
10. Share registration event staffing responsibilities with other executive committee members.
11. Be a resource and email contact for new members; responding to question(s) in a timely manner (within 4-5 days).
12. Be the point of contact for member networking. Upon request, connect members with other members that can be helpful, or provide information.
13. Maintain membership database, archiving inactive member accounts and assist members in managing their account as needed.
14. Promote the benefits of membership; help the Communications Chair develop organizational member program and recruitment strategy.
15. Initiate the annual membership renewal process and communications.
16. Coordinate with Communications Chair to track membership dues monthly.
17. Must be able to work autonomously and with a group.