



2022 Membership Committee Member Position Description

Position Title: Member of the Prospera Membership Committee

Length of Term: One-year term with the ability to extend each year

Reports To: Development Coordinator

Prospera's Membership Network is a group of business and community leaders that are creating a pathway to success for our region. Membership fees support the rest of our programs and allow us to help new and existing small businesses thrive here in Southwest MT.

The Membership Committee will aid the Development Coordinator in promoting the benefits of membership, executing networking events, and growing the membership network.

The Membership Committee is a group of individuals who:

- Are interested in networking and making new connections.
- Have flexibility in their schedule as to attend committee meetings and networking events.
- Want to contribute to discussions regarding membership benefits in the future.
- Understand what Prospera does and supports our overall mission.
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Committee Member Requirements:

- Must be an active Prospera member at time of application and throughout term;
- Attend monthly membership committee meetings (see schedule and time below);
- Agree to promote membership on behalf of Prospera:
 - Each committee member goal is to fundraise \$1,200 through membership
- Strictly adhere to conflict of interest and confidentiality policies.

Advisory Board responsibilities:

- Assist the Development Coordinator with maintaining and growing the membership network through long and short-range planning;
- Meet with and promote membership to business owners, business professionals, and leaders who are not current members of Prospera.
- Understand and promote the organization's mission;
- Be familiar with the organization's programs, policies, and operations;
- Partake in fundraising activities and special events;
- Participate in special projects and serve on sub-committees as needed;
- Post on social media 1x per month about upcoming Prospera events;

Time Demands (approximate):

- Attend 75% of Membership Committee meetings. These will typically take place immediately before each Monthly Member Meetup, at the designated meetup

location. (For example, on March 30th, the Membership Committee will meet at Brigade at 3pm for 30 minutes prior to setting up for the event.) Any additional group meetings outside of this timeframe will be optional and will have a virtual attend option.

- Attend and assist the Prospera team with at least 6, or 75% of Monthly Member Meetups;
 - February 17 @ Riverside with Wolfguard IT | 4-6pm
 - March 30 @ Brigade | 4-6pm
 - April 21 @ Riverside - Business Expert Series: Networking | 4-6pm
 - May 18 @ Gallatin College | 4-6pm
 - June 7 @ Foxtrot | 3-5pm
 - August 25 @ Advanced Electronic Design | 4-6pm
 - September 15 @ Riverside - Business Expert Series: Helpful Business Tools | 3-5pm
 - October 27 @ Riverside - Halloween Party | 4-6pm
- Attend and assist with at least 3, or 60% of Ales & Trails networking events;
 - June 21 | 4-6pm | Cherry Creek Fishing Access Trail & MAP Brewing
 - July 20 | 8-10am | Drinking Horse Mountain Trail & Treeline Coffee
 - August 9 | 1-3pm | Ousel Falls Trail & Beehive Basin Brewing (Big Sky)
 - September 7 | 8-10am | The M Trail & Ghost Town Coffee Roasters
 - October 6 | 3:30-5:30pm | Peets Hill (Bozeman Trail) & HomeTown Lenders Office
- Attend and assist with at least 1 Prospera signature event;
 - Ignite Talks Luncheon – April 26, 2022
 - Prosperity Party – September 29, 2022
- Attend an in-person, one hour meeting with the Development Coordinator in November to discuss membership prospects and growth for the program.

Additional Responsibilities:

- Identify and cultivate potential new members
- Promote Prospera events and programs on personal social media accounts
- Recruit business owners to attend networking events as a one-time guest, and follow-up regarding membership.

Additional information:

Prospera reserves the right to terminate committee members for individuals displaying publicly inappropriate behavior. This includes but is not limited to: Prospera trainings and events, board meetings, and social media.

Please submit your application on prosperamt.org