

Position Summary

The Membership & Recruitment Committee Chair provides guidance to BYHP's Membership & Recruitment Committee, which is responsible for the recruitment and enrollment of new BYHP members and retention and oversight of current BYHP members.

The Committee Chair will work closely with the Programming & Events, Leadership Development, and Health IMPACT Committees to create ways to maximize membership acquisition and renewals through BYHP's events. Also, he/she will also work with the Partnerships Committee in developing BYHP's strategy in diversifying its membership base. This is particularly important to BYHP's mission in being the central platform that connects people all across healthcare. In addition to this, he/she will collaborate with the Executive Board in devising BYHP's overarching membership-acquisition strategy.

Position Duties, Commitments, and Qualifications

The Membership and Recruitment Committee is the central hub for BYHP's recruitment strategy. Therefore, this person will have a large influence on one of the organization's metrics of success: number of members. Because of this, applicants should be expected to put in approximately fifteen hours of work per month and be easily accessible to the rest of BYHP's leadership team, as well as BYHP's current and prospective members. They must also display the following qualities and be able to perform the following duties:

Ability to envision the committee's short and long-term strategy

- Identify strategic goals, and develop and implement a committee work plan
- Work with the BYHP Executive Board in bridging committee work to the overall organizational vision and strategy

Ability to work and communicate with others; the Chair is expected to have fast turnaround time when communicating internally and externally

- Provide a professional and reliable point of contact for current and prospective members in order to answer any questions regarding BYHP membership.
- Present quarterly membership results to the BYHP Leadership Team; must be able to explain key drivers behind the changes in quarterly membership data.
- Coordinate with the Partnerships Committee in order to develop and implement strategies to increase membership with newly-formed partners and underrepresented healthcare sectors
- Collaborate with the Health Impact, Programming & Events, and Leadership Development Committees to form strategies in acquiring new members during events
- Collaborate with the Programming & Events Committee in planning and promoting organizational networking events
- Coordinate with the Marketing & Communications Committee Chair to promote events and gather feedback on events
- Coordinate with the Leadership Development Committee Chairs to help organize career-development events

Must be highly organized

- Coordinate the processing of membership applications

- Assist in the development and maintenance of corporate memberships and sponsorships
- Monitor and updating membership policies, benefits, and surveys

Other qualities and attributes we look for in candidates:

- Project-management experience
- An understanding of analytics
- Ability to present and explain data
- Basic knowledge of PowerPoint and Excel

Duration of Term and Re-Appointment

BYHP Chairs will serve a one-year term and are eligible for re-appointment. Committee meetings occur monthly and participation in additional meetings for work groups is expected, as is work in between meetings to develop and implement projects and respond to e-mails and phone calls.

About BYHP

BYHP is a new non-profit organization that exists to connect emerging and passionate healthcare professionals in the greater Boston area to develop strong cross-sector relationships and build knowledge across all healthcare fields (including, but not limited to: clinical, provider, payer, health care administration, pharmaceutical/life sciences, medical devices, legal, policy/advocacy, government, consulting, research, IT, etc.). BYHP will accomplish this by providing members and the broader healthcare community with educational forums, professional development and networking events, and targeted civic engagement opportunities.