

POSITION: Director of Membership
TERM: Two-year term
TIME COMMITMENT: 12-20 hours/month

PRIMARY RESPONSIBILITY:

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on membership benefits and communication.

MAJOR DUTIES:

The Director of Membership will:

1. Oversee and assess member numbers, targets, membership fees, membership criteria, and benefits.
 2. Oversee the Silver and Gold Leaf Recognition program.
 3. Review and update Membership Kit, Membership Handbook and automated member notices as necessary.
 4. Oversee and revise the annual membership survey, including seeking input from other Board members.
 5. Liaise with, and be a resource to, the association management company regarding the annual renewal process as well as member and chapter inquiries and suggestions.
 6. Liaise with the Director of Communications and the association management company regarding website membership pages and applications.
1. Direct the "Silver and Gold Leaf Recognition Luncheon" & Coordinate the "First Timers" session at conference in collaboration with the Director at Large, the and the President.
 2. First Timer's Orientation" session at the annual conference.
 3. Identify potential candidates for volunteers and future leadership and maintain database.
 4. Respond to any membership inquiries or forward to appropriate channel.

REPORTS TO: President

DIRECT REPORTS: None