

Director of Membership

Leadership Attributes

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic Plan • Educate committee chairs with processes, procedures, and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Helpful Skills:

- Delegation, Motivator, Facilitator, Supportive

Eligibility:

- Member in good standing
- Previous service preferably with the Membership Committee
- Willing to give the time, energy, talents, and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events, and committee meetings
- Act as coach, advisor, and counselor to assigned committees
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Work with Chapter Administrator to maintain complete and accurate records of the Chapter’s membership
- Assist VP of Membership with the following:
 - a) Meet or exceed the chapter retention goal for the year, based on the chapter metrics.
 - b) Develop and maintain an active and ongoing campaign to retain members
 - c) Encourage member involvement in committees

- d) Conduct an annual Chapter Needs Assessment Survey
- Provide hospitality at Chapter functions by welcoming attendees
- Submit articles to newsletter and website in support of member care activities

Reports To: Vice President of Membership

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions