

Director, Member Retention

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: One year or as determined by the Board of Directors and Chapter bylaws
(July 1 - June 30)

Helpful Skills:

- Delegation, Motivator, Facilitator, Supportive

Eligibility:

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- 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:

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
- Meet or exceed the chapter retention goal for the year, based on the chapter matrix.
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- 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

Reporting Structure:

- Reports to: Vice President of Membership

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings
- Attendance at Board retreats (2 times per year)