



## **DIRECTOR OF MEMBERSHIP**

### Position Summary:

The Membership Director(s) will plan and lead initiatives that further the goals of the chapter in respect to chapter size and member engagement. The Membership Director(s) is/are responsible for the formal recruitment and retention efforts of the chapter.

### Responsible to:

- The members of the chapter
- The chapter President
- The members of the chapter's Board of Directors

### Responsibilities:

- Sets and establishes membership goals for the year in collaboration with the Board of Directors.
- Coordinates membership recruitment events for the chapter.
- Responds to requests for information about membership through email, telephone calls, personal contacts, and correspondence.
- Maintains membership materials including recruitment brochures, applications, and the chapter membership website.
- Actively recruits new members and engages the Board and the membership to recruit new members.
- Sends out electronic welcome letter to new members after receipt of their application and dues.
- Ensures new members and guests are entered into the chapter member database.
- Assures that at least two Board/committee members are at each meeting to check in members and guests.
- Greets all guests at monthly membership meetings; ensures each new member is personally welcomed by the Board and introduced at membership meetings, if applicable.
- Coordinates activities at the chapter meeting registration table, greets members/guests as they arrive, and assures that all financial transactions are recorded appropriately. Prepares meal cards for each monthly chapter meeting, if applicable.
- Enters meeting attendance data into the chapter database.
- Maintains membership roster and ensures members can access this information via the website in coordination with the Director of Technology.
- Collaborates with the Director of Communications and the Director of Social Media to engage guests and new members.
- Attends and participates in monthly Board of Director and chapter meetings.
- Provides updates at monthly Board of Director meetings, chapter meetings and in membership communications, as needed.
- Participates in the development of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the Human Resources community.