Board of Directors Role

Term: Two years

Reports To: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Chapter Leader Position Description: Director of Membership**

**Position Summary:**

Manage all membership functions by an identified goal to recruit new members, retain current members, and ensure member satisfaction.

**Time Commitment:**

**Term:** Two years

**Estimated Time Requirements per month:**

* Attending board meetings: 2 hours plus travel time
	+ - Attending membership committee meetings: 1-2 hours plus travel time as needed
* Communicating with Chapter Administrator about routine issues 1 hour per month

**Responsibilities:**

* Recruit new members for the chapter.
* Organize and disseminate materials to new members including current list of member benefits.
* Audit and update information packet on a monthly basis.
* Organize and supervise orientation program for new members, including maintaining an up-to-date procedures guide for membership.
* Initiate and direct the annual membership renewal drive.
* Conduct new member orientation meetings and highlight volunteer opportunities.
* Track new, renewed, and expired memberships and report to Board monthly.
* Survey expired memberships annually to determine reasons and report results to Board.
* Collect, analyze, and report demographic data gathered from membership applications.
* Work with the Director of Marketing to coordinate and promote a new member campaign.
* Provide newsletter editor with copy of membership information, including new member’s names.
* Maintain and distribute membership directory information to members.
* Attend and participate in all Board meetings and chapter meetings.

**Board Role**

* Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC) as available
* Participates in other chapter events, committee meetings and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities
* Partners with Director of Programs and Marketing to highlight the value to becoming a member
* Participates in the development and implementation of short-term and long-term strategic planning for the chapter

**Role Succession Plan**

Work with qualified member to provide direction and necessary information to perform the position successfully.

**Qualifications:**

* National member of ATD and a member in good standing with the CMATD.
* Skilled in written and verbal communication, personal interaction and problem-solving
* Ability to plan, organize and execute activities as required by the position
* Ability to complete projects within established timeframes
* Ability to delegate tasks and monitor follow-through
* Ability to seek others out as volunteers
* Ability to work with Chapter Administrator