Director of Membership

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tr>
<td>• Create objectives to support the chapter’s Business and Strategic Plan</td>
<td>• Facilitation</td>
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<tr>
<td>• Educate committee chairs with processes, procedures, and tools to achieve committee objectives</td>
<td>• Collaboration</td>
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<td>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</td>
<td>• Delegation</td>
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<tr>
<td>• Target incoming director from committees who report to you</td>
<td>• Mentoring</td>
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<td>• Transition with incoming Director</td>
<td>• Coaching</td>
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<td></td>
<td>• Teaching</td>
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<td>• Financial</td>
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<td>• Conflict/Resolution</td>
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<td>• Execution</td>
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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