

MEC - Director of Member Care

Category: Membership

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Membership

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

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
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Assist administration in maintaining complete and accurate records of the chapter's membership
- Establish a retention goal for the year, based on the strategic plan
- Encourage member involvement in committees
- Develop and lead regular member orientation/information sessions at programs
- Provide hospitality at chapter functions by welcoming attendees and making them feel welcome (Red Carpet Team)
- Work with committees to expand volunteer long-term involvement with chapter
- Follow communication guidelines for members per the Membership plan from MPI Global

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at two Board retreats (1-2 days each)
- Attendance at all official chapter activities and functions
- Committee activities (8 hr/mo)