

Director of Membership

Responsibilities:

1. Develop, for approval by the Board, an annual plan and budget for membership recruitment and renewal;
2. Maintain, in cooperation with the Director Information Systems, an accurate and current Association membership database, which is to be updated regularly to ensure that it is up-to-date. It should be updated weekly to avoid a large backlog;
3. Pass requests for the membership list to the Director Information Systems for issue of the lists in accordance with the normal schedule;
4. Coordinate in cooperation with the District Directors, an on-going membership renewal plan for lapsed members. Members who have not renewed and are in arrears should be contacted by mail again, and also by telephone or in person wherever possible.
5. Develop in conjunction with the Treasurer, procedures to ensure that membership applications and renewals are forwarded in a timely manner to the National Office. This will avoid the delay of up to two months inherent in the design of the membership system, when dealing with the National Office. It enables all directors involved to keep abreast of frequent changes to the membership and email lists;
6. Order membership booklets from the National Office and distribute these to all other directors and assistants;
7. Take precaution to ensure that membership information is treated as “Confidential”, and to ensure that it is provided to specific directors and members in accordance with the normal schedule issued by the President;
8. Instruct district coordinators and new directors in the enrolment and renewal system;
9. Recommend changes in the system to achieve higher levels of efficiency, including improvement of National Office membership procedures.
10. Must be proficient in and able to manage the CIMS database in an Administrative position.

Note: Membership renewals will be carried out whenever possible by District Team members in order to distribute the heavy workload which maintenance of membership requires. It must be carried out on a regular and timely basis. When District Teams are unable to meet this requirement in a satisfactory manner, or where no District Teams is in

place, the Membership Committee must assume this responsibility assisted by the Director Information Services. In any case, it is important that lapsed members be renewed quickly if a high renewal rate is to be maintained.

Time Commitments:

1. Time commitments are 20+hours weekly.
2. Must attend one Executive and one Board meeting monthly