

# MEMBERSHIP DIRECTOR

The Membership Director is responsible for facilitating chapter membership and maintaining membership records. The Membership Director represents the general membership on issues of interest or concern.

## KEY RESPONSIBILITIES

- Maintain membership records (Wild Apricot), including approving new members.
- Alert members to renew their annual membership.
- Provide member benefit information to new members.
- Create an annual (or as determined by the Board) survey of the membership to canvass programming needs,
- Lead an annual membership drive and corresponding with potential new members.
- Maintain, distribute New Member Packet
- Coordinate staffing of Coaching Conversations.
- Coordinate annual Board recruitment process. Works with the Nominating Committee to ensure Board positions are filled with qualified volunteer leaders.
- Greet members and guests at chapter meetings.