

Membership Director

Director-At-Large; 1-Year Term

The Membership Director is the board liaison with the current membership as well as responsible for eliciting prospective members to join the chapter and assisting with the retention and recruiting members to SMPS.

Duties and Responsibilities

- Attends all monthly board meetings, luncheon programs and other chapter events.
- Responsible for overall membership recruitment and retention strategy and initiatives.
- Drafts a budget and conceptual plan of membership initiatives for the upcoming year.
- Should have an idea of member activity programs/events of the year prior to the first board meeting.
- Serves as liaison between current membership and the Board of Directors.
- Plans and executes recruitment activities, including maintenance of formal prospecting list and coordination of membership drives.
 - Can organize recruitment sub-committee to assist in these efforts.
- Provides membership information to potential members.
- Responsible for on-boarding new members, including sending personalized welcome email and planning New Member specific welcome events (i.e., New Member Breakfast).
- Coordinates New Member Ambassador Program.
- Oversees tracking and outreach to membership expirations to gain membership renewals.
- Organizes membership appreciation efforts monthly.
- Manages local membership roster in Star Chapter, including reconciling it with National membership roster.
- Provides President with Total Member Count and past month's New Members for announcement at Luncheons.
- Organizes, procures, and announces milestone gifts annually at designated luncheon or Evening of Excellence event.

Committee

The Membership Director has a committee to assist in carrying out their duties and responsibilities.

Reporting

- File Membership Report with National by September 30 deadline.