

Membership Director Job Description

General description:

The Membership Director manages the organizational membership tasks, including distributing monthly active and lapsed member reports, conducting membership committee meetings, developing and sustaining membership recruitment and retention strategies, managing membership marketing materials, and responding to member queries.

Duration:

2 years, if elected; remainder of 2-year term if previous membership director cannot continue; can be appointed to second 2-year term

Scheduled tasks:

- Daily:
 - check membership@nationalhumanservices.org email address and respond to membership-related queries (15 min.)
- Weekly:
 - Respond to all other emails as necessary (30 min.)
- Biweekly:
 - Attend Executive Committee meetings (2 hrs.)
 - Review membership marketing materials and update/distribute as needed (20-60 min.)
- Monthly:
 - Send monthly active and lapsed member reports to BOD and Region Presidents (15 min.)
 - Save monthly active and lapsed member reports to Google Drive (10 min.)
- Bimonthly:
 - Attend BOD meetings (2 hrs.)
 - Present membership updates to BOD, including changes in membership trends, marketing targets, and recruitment and retention plans (same as above)
 - Oversee membership newsletter information collection, construction, and distribution (3-4 hrs.)
- Quarterly:
 - Conduct membership committee meetings and prepare plans to present to BOD Executive Committee and Board of Directors for feedback and approval (90 min.)
- Sporadic:
 - Serve on other committees or attend other committee meetings