

Board of Director Functions ASTD/Rock Valley Chapter

MEMBERSHIP DIRECTOR

PURPOSE:	To Promote, Organize and Maintain Membership.
REPORTS TO:	Chapter President
INTERACTS WITH:	President, Secretary, Newsletter, and National ASTD
TERM:	One Year - August 1 to August 1
SUPERVISES:	Support managers and committee chairs as required by the position

RESPONSIBILITIES:

1. Make changes, additions and deletions to membership database.
2. Inform Chapter Newsletter Editor, Secretary, President and National ASTD about changes in membership.
3. Contact potential new members and distribute Chapter/Meeting information.
4. Contact non-renewal members and investigate why.
5. Inform Treasurer of new member and renewal fees.
6. Review and correct any discrepancy between Chapter and National database records.
7. Determine and present membership needs to Chapter Board.
8. Publish the membership directory.
9. Create, distribute and summarize the annual Member Survey

QUALIFICATIONS:

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Familiarity with database functions and access to a computer that can maintain database functions.
3. Ability to positively represent the Chapter to prospective and present members.
4. Access to an email account that can be used for Chapter discussions and distribution of updates.