

Board of Directors Role

**Position Title: Director of Membership Services**

Term: 2 years

Reports To: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Description:**

Responsible for growing and supporting ATDps membership, building member engagement, and supporting and coordinating volunteers.

**Time Commitment:**

15-20 hours per month

**Key Competencies:**

Communication, Project Management, Teamwork

**Primary Responsibilities:**

* Set membership goals to grow chapter membership
* Develop and execute membership growth and retention plans
* Recruit volunteers for the chapter
* Manage and coordinate matching of volunteer needs with available volunteers
* Ask Board members for volunteer needs at monthly Board meeting and discuss possible volunteer matches for needs
* Maintain list of active volunteers
* Obtain and distribute new member lists to Board members and Ambassadors at the beginning of each month
* Work with Ambassador Manager to coach Ambassadors as needed
* Conduct New Member Orientations and make membership announcements at chapter meetings
* Provide written and electronic information for new members
* Recruit and train Ambassadors and Ambassador Manager
* Responsible for onboarding successor for this role

**Committee Members/ Direct Reports (Volunteers):**

* Ambassador Program Manager
* Ambassadors (typically 4 per year)

**Success Measures:**

* Increase in overall membership numbers over previous year
* Increase in overall Power membership over previous year
* Increase in retention rates of members over previous year
* Increase in active volunteer contributors
* Increase in member satisfaction as measured in surveys

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| |  |  | | --- | --- | | **Privileges:** | **Additional Expectations:** | | Free monthly chapter meetings & annual conference | Member of ASTD Puget Sound chapter for term | | Voting member of the Board | Member of ASTD National for term | | 100% reimbursement of local chapter membership during year 2  $100 reimbursement for National membership | Attend monthly Board Meetings  Attend Board retreats (semi-annually)  Post comments/ engage in chapter’s social media  Provide annual budget numbers | |  | Meet success measures listed above  Actively seek and develop leaders as potential successors for this role in the future | |  |  | |  |  | |  |
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