



Twin Cities ARMA

Membership Director	Voting	Position Type:	Appointed
Monthly Time Commitment:	10 hours	Length of Term:	2 year

Job Description

JOB PURPOSE:

The Membership Director is responsible for coordinating new member recruitment, welcoming new members, addressing questions from the membership and retaining existing chapter members.

JOB RESPONSIBILITIES:

More specifically, the Membership Director will:

- Develop and implement a Board approved recruitment program;
- Respond to questions from members and potential members;
- Follow up and track enquiries from members and potential members;
- Create and distribute a welcome package to new members to orient them to the Chapter activities;
- Communicate with new members and those with expiring memberships;
- Maintain current roster of Chapter members and associates;
- Liaise with ARMA International to resolve discrepancies in membership information reported by members;
- Prepare and present annual budget numbers to the Treasurer;
- May act as secondary host at monthly program meetings and register attendance;
- Periodically post an article regarding Chapter membership on Chapter website.
- Coordinate ARMA International and Chapter length of membership pin distribution to members who have reached service award pin thresholds.

The Membership Director will work very closely with the Communications Director to ensure a consistency of message and a coordinated approach to external contacts. This position must also work with the Business Relations Director to avoid any overlap in outreach.

General Board Responsibilities:

In addition to the specific roles and responsibilities listed above, each Board member is responsible for adhering to the Code of Professional Responsibility and maintaining the values of the Chapter and ARMA international. More specifically, each Board member is also expected to:

- Attend all Board meetings, contributing to and voting on as many matters as possible. Attendance may be in person, video conference or call-in, if that is an available option.
- If unable to participate in the meeting, the President and/or Secretary will be notified and a report will be given prior to the meeting.
- Keep other Board members apprised of plans, activities and absences;



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- Be a spokesperson and advocate for the Board;
- Actively promote the Chapter and professional RIM practices;
- Communicate courteously and constructively with other Board members and with members encountered in any circumstance;
- Create opportunities to encourage members to assume additional responsibilities, including assumption of a role on the Board.
- Manage their email inbox and respond to members and other stakeholders in a timely manner, as required;
- Recommend long and short-term goals to meet member needs in accordance with the Chapter's strategic plan;
- Prepare information for the Annual Report;
- Update procedure documentation for assigned role for Board member approval;
- At the end of each term of office, deliver all books, papers, records and other property of the changer for which he/she is or may become responsible to the Board Secretary and/or or to his/her successor in office

Effective:	June 12, 2018	Last Revised:	February 11, 2013
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