



Twin Cities ARMA

Membership Director	Voting	Position Type:	Appointed
Monthly Time Commitment:	10 hours	Length of Term:	1 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 an electronic 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 including contacts in communication tool;
- Liaise with ARMA International to resolve discrepancies in membership information reported by members;
- Provide and approve annual budget numbers to the Treasurer;
- Periodically provide content to the Communications or Technology Director to publish in the Chapter newsletter or on the 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 and Technology Directors to ensure consistency of messages 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 will be notified, and a report will be given prior to the meeting.
- Keep President other required 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;
- Identify opportunities to encourage members to assume additional responsibilities, including assumption of a role on the Board.
- Respond to members and other stakeholders' inquiries 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 as requested for the Annual Report;
- Update procedure documentation for assigned role for Board member approval;
- At the end of each term of office, deliver all records as defined per the chapter's retention schedule 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.

Toolkit:

- <https://community.arma.org/chaptercentral/home>

Effective:	July 1, 2023	Last Revised:	June 13, 2023
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