

Membership Director | MMANC Board Position Description

TITLE:

Membership Director

TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted.

The position serves a one (1) year term.

DUTIES:

- The Membership Director coordinates membership information along with requests for new membership and renewal of current membership;
- Chairs the Membership Committee;
- Works with all members of the Board to promote the benefits of MMANC activities and membership;
- Conducts outreach to individuals whose membership has lapsed;
- Attends official meetings of the organization including the monthly full Board and monthly Executive Committee Meetings via videoconference (each meeting is one hour, plus preparation time), and the Annual Conference (3 days);
- Conducts member outreach at the Annual Conference and Signature Events, as well as Region Events where possible;
- Working with the Membership Committee, identifies underrepresented agencies and conduct one-on-one outreach to Human Resource Managers and Chief Executives from those agencies; and
- Prepares reports and designs the monthly Membership report which is presented to the Executive Committee and Board.

OVERSIGHT:

The Membership Director serves as a member of the Executive Committee which consists of the President, Vice President, Finance Director/Treasurer, Communications Director/Secretary, Membership Director, Program Director and Immediate Past President.

QUALIFICATIONS:

Must be a current member in good standing.

Experience in human resources and or marketing is recommended but not required. Past Membership Directors have had experience as a management analyst in a variety of disciplines.

The Membership Director role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors as a Region Co-Chair or another Executive Committee role.

ADDITIONAL CONSIDERATIONS:

The time commitment for this volunteer position is at minimum three (3) hours per week, in addition to meetings during the work week as specified in the Duties section listed above.

Incumbents in this position, along with the position of Finance Director/Treasurer, is typical training ground for those interested in serving in future years as Program Director, followed by Vice President, President and Immediate Past President.