

**Mid-Florida Chapter**

Position:	Revision:
<b>Director of Membership</b>	<b>07/01/07</b>
Classification:	Appointment Method:
<b>Chapter Officer</b>	<b>Appointed</b>

**DEFINITION:**

The Director of Membership of the Mid-Florida Chapter is responsible for membership activities related to obtaining and maintenance of existing memberships.

**PRIMARY RESPONSIBILITY:**

The Director of Membership is primarily responsible for membership retention and membership growth.

**SPECIFIC DUTIES:**

1. Recruits and develops an effective membership committee to ensure enough resources for membership responsibilities.
2. Informs headquarters of any changes affecting membership records (address, phone number, e-mail, company, and so forth).
3. Resolves issues concerning membership records or membership processing at a member's request.
4. Leads programs to promote growth in the chapter's membership, as well as membership retention.
5. Greets guests and new members at all chapter functions.
6. Monitors the chapter's progress monthly and compiles membership statistics for chapter and region use and for C-bar program.
  - a. Metrics to include, but not limited to monthly membership numbers.
7. Issues pins with cover letters for the membership anniversary of 5, 10, 15, and 20 years and coordinates the annual membership recognition event.
8. Documents membership plan, policies and procedures, and strategic plan worksheets.
9. Prepares and obtains approval for an operating budget for membership activities.
10. Functions as an active member of the chapter BOD to ensure that all chapter programs are compatible with the interest of membership.
11. Issues a welcome letter and/or e-mail to each new member within 30 days of the new membership.
12. Contacts each member listed on the monthly suspended list to remind the suspended member of the APICS membership benefits to persuade renewal.
13. Is informed about and provides assistance to potential members in order to determine the appropriate class of membership to meet their needs.
14. APICS certification desired.
15. Be a member of APICS officer list serve and other APICS e-mail correspondence related to membership.

**Mid-Florida Chapter****REQUIRED SKILLS/CAPABILITY:**

1. Ability to work with the BOD
2. Communications ability including phone, e-mail, Internet
3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
4. President and President-Elect Chapter Leadership Handbook review
5. Willingness to learn how to run a nonprofit business
6. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation
7. Familiarity with APICS body of knowledge
8. Public speaking and presentation skills
9. APICS Certification preferred.