



ASTD Maryland Chapter
<http://maryland.astd.org>
astd2030@maryland.astd.org

Membership Director

Position Summary:

The Membership Director is responsible for identifying ways to increase membership, ensuring that potential members become actual members, leading the efforts to retain members and managing membership records. The Membership Director also oversees the recruiting and placement of volunteers.

Time Commitment:

Term: Two Years

Responsibilities:

Member Management – 2 hours per month

- Ensure member inquiries are answered
- Oversight of membership information in chapter database
- Coordinates with other board members to create value to retain new members
- Reviews database on a regular basis for outstanding membership invoices and/or non-renewals
- Oversight of annual member survey

Member Recruitment – 1-2 hours per month

- Actively recruits members, develops annual plan to recruit new members
- Coordinates with other board members to create value and potential incentives to attract new members

Volunteer Coordinator – 2 hours per month

- Review database weekly for those members interested in volunteering
- Solicit volunteers, match interested members with potential volunteer opportunities
- Keep website updated with volunteer opportunities
- Solicit volunteer needs from board members at board meetings

Board Participation – 4-6 hours per month plus travel time

- Attends all board meetings
- Checks email and responds appropriately
- Creates membership reports required by other board members
- Oversight of membership committee
- Represents the chapter professionally and ethically
- Participates in ASTD Chapter Leadership Conference (ALC)
- Attend chapter programs and regular committee meetings

Qualifications:

- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes, delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- This position requires joint membership to ASTD National and ASTD Maryland Chapter. These membership dues are reimbursable after 6 months on the board