Membership Director

Board Member

Role:

- Provide membership access to student members
- Engage in activities that build and strengthen membership
- Write a report on duties undertaken as Membership Director and current membership numbers prior to each board meeting and send it to the board and committee members prior to the meeting
- Maintain the list/register of members. This includes making sure all board members' memberships are up to date.
- Create emails to send out to mailing list for every new membership year and a reminder for the discount period ending
- Provide social media support to promote membership
- Attend board member meetings which are in the evening and there are approximately 4-6 meetings from September – June
- Vote on any decisions that the board is required to vote on

Time commitment: 4-6 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.