

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Director of Membership	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-27-09	P&P 110—I

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JOB DESCRIPTION FOR THE DIRECTOR OF MEMBERSHIP

Specific duties:

Enhances and expands chapter membership and coordinates the annual chapter membership meeting.

The Membership Director’s duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Assesses and addresses membership dues increases and decreases.
8. Calls or emails members who have not paid their dues.
9. Responds to inquiries to membership.
10. Maintains close contact with the Chapter Coordinator regarding membership numbers and trends.
11. Ensures that Membership Directory is updated, published (Website & hardcopy), and distributed annually.
12. Periodically reviews membership application packets, etc. and makes recommendations/updates.
13. Actively recruits new chapter members, alone and in conjunction with the Director of Newly Licensed and Prelicensed.
14. Proposes events/programs aimed at obtaining new members, such as staffing booths at local graduate schools.
15. Conducts a chapter membership survey, ensuring the board knows the desires of the chapter. Suggested time frame is once every other Membership Director term, i.e. every 4 years. The last survey was conducted electronically using Zoomerang on the Web in 2006. The Chapter Coordinator has samples on file.
16. Coordinates the fall chapter membership meeting.
17. Collaborates with Directors and committees to strengthen members’ identification and pride with the chapter.
18. Runs at least one membership drive in two years of service -- ensuring low cost by using the board and volunteers instead of the Chapter Coordinator.
19. Assembles committees for any other related events or issues as needed.
20. Transfers all material pertaining to the office to the newly elected Director of Membership and educates the newly elected Director of Membership as to the role of the position.

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)
Policy and Procedure Manual

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Deadline specific issues:

1. Locate a venue for the annual meeting by February for that year's end of October/early November annual membership meeting (Lucy Stern Community Center in Palo Alto has been the location for last few years & can accommodate the needed 5% of membership attendance (needed for voting)).
2. The Chapter receives a discounted rate for being in Palo Alto as the SCV-CAMFT Chapter P.O. Box address is there. For the annual meeting, coordinate food, speaker (if there is a speaker), and set-up and clean up, with other board members.
3. Communicate monthly by phone or email with chapter members who have not paid their dues (See P&P 202 -- Unpaid Dues Template).

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