



## **Membership Services Job Description**

### **Purpose**

The regional membership services chair serves as a liaison between state and province coordinators and the Regional V Executive Board and the national Membership Manager. This position serves the membership by welcoming new and renewing members to the region as well as encouraging expired member renewal. In addition, this position is responsible for developing and maintaining member recruitment and sustainability plan. The director appoints the membership services chair.

### **Responsibilities**

Recruit and maintain regular communication with the membership services committee.

Maintain regular communication with state, province, and student chapter representatives.

Coordinate with national membership chair to create and update welcome packets for new and renewing members of Region 5.

Obtain monthly membership numbers and contact information from the national office for new, renewing, and expired members.

Create and email monthly database to individual state and province representatives containing new, renewing, and expired members.

Update, print, and mail monthly membership packets to new and renewing members.

Follow established regional reimbursement procedures.

Solicit ideas for maintaining contact with members and seeking out new members from all membership services committee members.

Work with state and province representatives to create a bi-annual "how's it going" letter to provide members with regional highlights.

Organize and present new member session at regional workshop focusing on membership benefits of NAI.

Facilitate the regional "free" membership program to attract new members.

Develop and maintain new member recruitment and sustainability plan.

Coordinate membership efforts between Region 5 and sections.

Act as a liaison between the Regional 5 Executive Board and state and province coordinators.

Act as a liaison between the national Membership Manager, Region 5 state and province coordinators, and members.

Maintain regular contact with regional director and secretary.

Participate in executive board meetings as requested.