

Human Resource Network of North Idaho

Board Member Duties

MEMBERSHIP DIRECTOR

Position Summary:

Maintain the organizations membership database to produce an online annual membership roster/directory and applicable addendums. Obtain photos and biographies of members at meetings to include in the directory.

Responsible To:

- The organization president
- The members of the organization

Responsibilities:

- Manage admission of prospective member application process, including presenting prospective member applications to Board for consideration, and new member welcome communication.
- Handle all correspondence in relation to membership applications
- Obtain or take photos of members at monthly organization meetings or have members submit photos for publication in the directory.
- Coordinate with the Social Media Director to welcome new members through social media outlets.
- Put notice in each newsletter that members should contact you to update any changes to their contact information.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Work with the Website Director to publish the membership directory either on the organization's website. Update and make sure to obtain photo/media release from each potential and current members.
- Manages and maintain Google/Gmail/MailChimp member contact information.
- Attend all monthly membership and board of directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the organization.
- Represent the organization in the human resources community.

Time Commitment:

Approximately/Average 10 hours per month