

## **Association of Legal Administrators Metropolitan Detroit Chapter**

### **Position Description for the MEMBERSHIP DIRECTOR**

#### **Qualifications**

The Membership Director shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

#### **Basic Functions**

The Membership Director is a non-voting member of the Board and shall attend each Board meeting and as many Chapter functions as possible.

#### **Specific Functions**

1. Maintain the Chapter's membership records.
2. Respond to inquires about membership in the Chapter.
3. Receive and process membership applications.
4. Forward dues payments to the Assistant Treasurer.
5. Maintain the Chapter membership database.
6. Prepare periodic reconciliations of the membership rolls with ALA HQ.
7. Keep the Board advised of new members, current member changes and report the corresponding statistics regarding membership to the Board.
8. Fulfill the tasks for processing new members, renewals and communications with potential new members and the Board as described in the binder entitled "Membership Director Procedures Manual".
9. Assist in enhancing the Chapter recruiting brochure.
10. If applicable, complete awards applications for Brochure, Member Retention and Programs focused on attracting and retaining Members.
11. May be asked to plan functions for new members to help them assimilate into the Chapter.
12. Develop means for recognizing new Chapter members at meetings or through the newsletter.
13. Aim to establish plans/programs for increasing Chapter membership, i.e. membership drives.
14. Work with the Treasurer on projected revenues from dues and related expenses.
15. Obtain member profiles as needed and provide those profiles to the Newsletter Editor.
16. Send out renewals and follow up with non-renewals.

#### **Website**

1. Coordinate with the Website Editor to publicize new members and member changes on the website.
2. Maintain the current electronic versions of materials mailed to new and prospective members such as the Chapter brochure, By-laws, annual activities and recruiting promotional events.

**Records/Information to retain and provide successor:**

1. Dues notices.
2. Membership lists.
3. Membership recruiting brochure.