

MEMBERSHIP DIRECTOR Roles and Responsibilities

1.0 OFFICE AND TERM

- 1.1 Two years
- 1.2 This position is elected at the Spring Annual General Meeting.
- 1.3 This is a voting position of the Alberta Local Section Executive.

2.0 SCOPE

- 2.1 Address all matters relating to membership.
- 2.2 Participate in the meetings of the Local Section Executive Committee.
- 2.3 Promote the Local Section and encourage new membership.

3.0 RESPONSIBILITIES

The specific responsibilities of this role are outlined in the Local Section Calendar of Events.

3.1 Maintain Current Membership Records

- 3.1.1 Maintain a list of all the members with current information. The list will include tracking the payment of the membership dues from all the members.

3.2 Membership Fee Collection

- 3.2.1 Send out individual notices to all members requesting payment of the annual membership dues. Follow up within a reasonable time frame with a notice to delinquent members. Delete members from the mailing list who are more than one year delinquent in their payment of dues. Send all cheques to the Treasurer for deposit.

3.3 National AIHA Memberships

- 3.3.1 Assist members who wish to become a member of the parent/National AIHA organization. Provide assistance, direction, application forms and if necessary, arrange for supporting sponsors for the member.

3.4 Membership Directory Preparation

Section 2 – Membership Director

- 3.4.1 Prepare an alphabetized list of current members and send a copy to all members. The membership director is to include the following information: member's name, professional designation(s), employment, mailing address, city, province, postal code, telephone number, fax number and e-mail address. A list of the current Executive Committee members should be included in the membership directory.
- 3.4.2 Provide a current membership list and/or labels to Executive Committee members (i.e. newsletter editor) who are mailing information to the membership.

4.0 COMPENSATION

- 4.1 This role shall receive no direct monetary compensation for their work. In addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.
- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for Symposia, Technical Sessions or other events waived.