

## **Membership Coordinator Duties and Responsibilities**

### *General Responsibilities*

Membership Coordinator is elected for a three-year term of office. Membership Coordinator interacts with members and potential members about NSSTA projects, professional development, and activities. During this time the membership coordinator will keep their NSSTA membership active.

### *Specific Responsibilities*

- Maintain accurate and up to date records of membership information, including membership lists and numbers.
- Participate in setting goals for membership increase, membership renewal, and assist Regional Reps in improving their regional membership.
- Assist members in understanding what the organization can offer them.
- Work with Governing Board and Wild Apricot Web Services to develop informational pages and keep current pages up to date.
- Keep up with social media so that members know current and upcoming activities, including Twitter, Facebook, and other social media. In addition, expanding social media opportunities so that the organization will continue to grow.
- Solicit member feedback on professional development training, organization's direction and focus, website, social media, and conferences.