



## Director of Membership

### Role responsibilities:

The DFC Director of Membership is the first line of contact for our esteemed members at all levels of membership. This position champions the advantages and benefits of DFC membership, assists potential members through the application process, responds to membership inquiries, and manages existing memberships. The Director of Membership is also responsible for assisting the Director of Outreach in promoting membership participation for community programs, charitable initiatives and like events. Additional responsibilities and duties include:

- Maintain the DFC Membership committee
  - Recruitment and management of a minimum of 2 active chair positions to assist with routine outreach tasks and duties
  - Schedule committee meeting dates, develop agendas and facilitate committee meetings
- Creating a member value proposition
- Maintain DFC calendar of events and ensure all members receive notifications of upcoming meetings/events
- Responds to membership inquiries
- Reviews membership applications in a timely fashion to meet potential member expectations
- Welcomes new members (e.g., at special events)
- Promotes member retention
- Support membership networking
- Manages DFC member databases
- Upkeeps membership data in conjunction with the Secretary
- Conducts membership surveys
- Recovers members who have lapsed owing to non renewal or

- cancellation ● Assists with other membership transactions
- Successfully refer a total of five active members at any level of membership ●
- Submit a total of five event proposals per year, two being approved by the Board of Directors and executed within the term of service
- Attend a minimum of 8 out of 12 official board meetings per year ● Notify the Secretary within 12 hours of any scheduled meeting or event that they are unable to attend

#### Skills and qualifications:

The DFC Director of Membership is highly skilled in interpersonal communication and has an overall pleasant/welcoming disposition. Additional qualifications include:

- Creatively solution oriented and resourceful
- Comfortable networking in chaotic environments
- Self-motivated
- Strong leadership skills and interpersonal skills
- Strong organizational and data tracking capabilities
- Google Docs and Outlook 365 savvy

#### **Membership Committee**

- Welcome Chair:
  - Ensures all new members receive appropriate membership welcome materials
- Membership Outreach Chair:
  - Responsible for creating marketing material for membership related announcements to be distributed internally amongst current member database