

Membership Director



Function:

The Membership Director is an officer of the Society appointed by resolution of the Board of Directors at the first meeting of the Board following the Annual General Meeting at which the individual is elected to the Board. The Membership Director's term of office shall be two years beginning and ending the date of the AGM, or until a successor is appointed and takes office. The Director may not serve more than four consecutive terms.

Responsibilities and Duties:

The Membership Director is responsible for managing society membership records, communicating with members about membership and undertaking related BIFHSGO activities in accordance with the BIFHSGO Bylaws, Robert's Rules of Order, and the Canada Not-for-profit Corporations Act. The specific responsibilities and duties of the Membership Director include, but are not limited to, the following:

Board specific activities

- attends all monthly board meetings to participate in the general discussion and decision-making at these meetings;
- submits any action items for board discussion via email to the board members, along with supporting materials, five business days prior to each monthly board meeting;
- submits a brief activity report via email to the board members three business days prior to each monthly board meeting;
- reviews membership fees with the Board annually in the spring and ensures that all membership communications reflect the current year's dates and fees;
- prepares a yearly report on membership for the Annual General Meeting;
- performs other related duties as may be prescribed by the Board of Directors;
- upon the completion of the assigned term, assists the incoming Membership Director to become familiar with the policies and procedures of the position.

Maintains comprehensive membership records

- monitors database activity for new and renewing members
- reminds all members to keep address, email and phone numbers updated
- monitors notification of cheques sent by mail, for membership and donations, which are scanned and emailed by the person collecting the mail to the membership director and treasurer when collected from the PO Box.
- liaises with the BIFHSGO Website Manager to ensure that the Membership portion of the website has the current information needed, that online joining and renewals are possible

Communicates with individual members about their memberships

- sends blast emails to the BIFHSGO membership as required, such as renewal reminders;
- communicates with individual members on the status of their current membership
- responds to requests for specific information on current members;
- takes care of society mailing and correspondence related to membership, and mailing any Anglo-Celtic Roots issues that are owed to new members and those rejoining late;
- answers queries related to potential membership in the Society and problems with access to the Members Only area of the website;

- along with the Outreach and Communications Directors provides input to an automatic welcome message generated by the database;

Ensures that the Board is informed about membership matters

- liaises with the Board to identify any members becoming entitled to Life Membership privileges;
- periodically makes member contact information available to the Directors and their assistants and responds to requests for specific information on current members;

Supervises the Welcome Desk Coordinator, Name Badge Coordinator and the New Member Liaison

- liaises with the monthly meeting Welcome Desk Coordinator and provides the designated Name Badge Coordinator with information on new members so that name tags can be created;
- annually, supplies a list of non-renewing members to the Welcome Desk Coordinator so the files reflect the current membership;
- staffs the Membership Desk at monthly meetings, answering questions and displaying information materials and provides and monitors use of a laptop computer for renewing and new members to enter required information
- provides the New Member Liaison with names and contact information for new members before meetings;

Supports distribution of *Anglo-Celtic Roots* to current-year members as well as the Library, Institution and Exchange distribution

- Before each issue is printed, provides the Editor with an Excel spreadsheet of member addresses for use with mailing envelopes, sorted into mailing groups for Canada, United States, and International).
- works with the ACR Editor to arrange the efficient distribution of Anglo-Celtic Roots

Time Required:

Board meetings (10/year): 2 hours/month; monthly meetings (10/year): 3.5 hours/month; handling new memberships, renewals and membership-related queries: ranges between 4–6 hours/month and 8–10 hours/month.

Knowledge and Abilities Required:

Experience and comfort with computers is important, including knowledge of spreadsheet programs such as Microsoft Excel; strong organizational skills and a conscientious outlook to help ensure that deadlines are met and members receive responses promptly; knowledge of BIFHSGO membership benefits and key contact points within the Society is an asset.

In-service Training Provided:

Training on the membership system used on the BIFHSGO website
Board member training through Volunteer Ottawa

Support Provided:

Volunteer Liaison