



## **JOB DESCRIPTION**

**TITLE:** Membership Director

**REPORTS TO:** Board Director/Chief Financial Officer

**SUMMARY:** Coordinates all tasks related to ASA membership requirements. Responsible for entering new membership application data and verification of member's records prior to being accepted as a confirmed member.

### **DUTIES AND RESPONSIBILITIES:**

- Provides budgetary information for membership committee requirements and provides periodic budget updates, as necessary.
- Prepares and forwards mailing lists to other committee chairs for activities that require unique or area-specific membership mail data.
- Coordinates membership activities at trade shows or other events where the ASA is a participant.
- Maintains sufficient supplies to process the supporting membership program and supplies other committee chairs with membership application forms.

### **COORDINATE ACTIVITIES ASSOCIATED WITH MEMBERS' RECORDS:**

- Verify all data entered into the membership data base is accurate and each member has a valid name and verified U.S. Postal Service address.
- Update member's data as the member requests.
- Process and distribute renewal requests for expiring supporting memberships.
- Process new supporting members application requests and oversee the generation and shipment of supporting member packages.
- Process returned mail to acquire members' new addresses, if possible.

- **Respond to member requests for information about their membership information and status.**
- **Suggest and implement new ways of processing membership information to increase efficiency of the volunteer resources.**
- **Recommend changes to membership software to increase volunteer efficiency.**

#### **VOLUNTEER INFORMATION:**

**The Membership Director utilizes volunteers to complete the following activities:**

- **Processing of supporting members' membership cards and the mailing of new and renewing membership packets.**
- **Verifying membership data base information.**
- **Volunteers are assigned to input membership data into the membership data base. This function is used primarily after large events where ASA draws many new members, all of whom fill out application forms.**
- **The ASA office assistant is used to send out the yearly renewal notices for supporting members.**