

Director of Membership

Role Description

The Director of Membership will be responsible for the development and maintenance of Chapter membership and for the maintenance of Chapter membership database. They will also be responsible for identifying, negotiating and putting in place benefits for Chapter members. The Director of Membership is an Ordinary Board Member of the Association in accordance with the Chapter's Bylaws and Articles of Association. The Director of Membership shall:

- Participate in the Board's annual strategic planning activities
- Serve as the general public interface for membership information
- Promote the benefits of membership to individuals and corporations
- Provide general member instructions and data via the website, social media sites, newsletters and other publications and direct information as required (phone, email, post, etc)
- Support the Director of Marketing with promotion of PMI and PMI Tasmania to prospective members
- Ensure the membership database and Chapter mailing lists are maintained
- Provide membership information and statistics to the Board and general membership
- Serve as liaison to PMI Global for membership database updates/information
- Develop and maintain membership statistics and metrics on membership
- Develop strategies to support retention of members to both PMI and PMI Tasmania Chapter
- Monitor prospective members (e.g.: people who have joined PMI but who have not joined the Chapter) and initiate contact with information about the Chapter, encouraging them to join
- Identify appropriate benefits that would be of value to PMI members
- Contact relevant companies and negotiate discounts, allowances or special prices for items to be made available for PMI members – identify any “quid pro quo” to support this, such as promotion at Chapter Meetings, on the PMI website, social media sites, etc.
- Determine where, when and how these benefits should be made available to PMI members (e.g.: Special events, via Newsletter, website, social media sites, broadcast e-mail, etc)
- Working with the Treasurer, develop and manage the budget pertaining to membership-based activities
- Provide messaging/content for inclusion on the Chapter's website, social media sites, newsletters and other publications related to membership activities and promotions

Expectations as a Board Member

The Chapter's business and operations are controlled by the Chapter's Board. As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter
- Input into and execute the Chapter's strategy and policymaking
- Actively contribute to and assist the Board to advance the Chapter's mission, vision and execute its strategy
- Undertake any specific responsibilities or tasks requested by the Board, as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed
- Participate in Board committees and task groups as needed

Estimated Time Commitment

Estimated volunteer hours: 10 hours per month

