

Regional Membership Resource Staff

Alternate Membership Liaison

APPOINTED BY: Regional Membership Director
ACCOUNTABLE TO: Regional Membership Director
TERM: 1 year appointment

Responsibilities:

- Support at-large members (Chapter- at-Large or Member-at-Large)
- Consult with chapters when questions arise concerning CAL and MAL options
- Consult with chapters and individuals about alternate membership options: Associate, Dual, Lifetime, Patron, Youth
- Provide resources for the above mentioned options.
- Attend meetings of the Membership Resource Staff as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communications skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected