

Membership Coordinator

Job Description



Represents the interests of chapter management and membership on the Regional Management Team

Communicates President/Team Leader and chapter needs and issues to the Regional Management Team

Provides and facilitates a forum for Presidents/Team Leaders at regional events

Instils in the members of her region an awareness of their relationship to the organisation, to the region, and to other choruses

Develops a plan, in conjunction with the Education Coordinator, to teach chapters in revitalisation ways to attract new members and retain existing ones – assists these chapters with growth and retention programs

Plans and implements programs in the areas of membership growth and retention

Works in coordination with Marketing Coordinator on membership growth and retention plans

Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs

Guides prospective chapters through the *Steps To Chartering* program

Develops support staff to assist in planning and implementing programs such as:

- Steps to chartering
- Membership recruitment
- Member retention
- Chapters in revitalisation

Appoints a Chapter-at-Large (CAL) Coordinator to ensure CAL members' awareness of and inclusion in regional events, programs and publications, as well as any administrative or financial matters that affect them

Maintains contact with appropriate staff at international headquarters

Maintains comprehensive records and forwards materials to successor

Trains her successor

Appoints staff to assist with the implementation of responsibilities

A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines International website

Recommended Skills and Competencies

- Relevant regional experience or equivalent related experience
- Demonstrated ability to communicate effectively
- Demonstrated ability to facilitate discussions/meetings
- Demonstrated ability to synthesize information and present it accurately and effectively
- Knowledge of members' needs (information gathering)
- Negotiation skills
- Accessible and approachable