



# Chapter at Large Membership & Dues Coordinator

## *Job Description*

*Note that the Dues portion of the role may be covered by Finance coordinator and thus not applicable to this role.*

Have primary responsibilities for maintaining accurate records for Chapter at Large (CAL) members

Maintain and reconcile the CAL membership listing with - SAI membership listing, regional membership spreadsheet and regional CAL dues spreadsheet.

Understanding or obtaining information about movements of members to and from choruses/other regions to ensure accurate membership listing.

Review responses in regional membership application and renewal forms

Communicate with CAL members to welcome to CAL, joining communication outlets, dues status (*if not covered under Finance coordinator*), and more.

Maintain records and liaise with Finance coordinator to confirm accurate regional dues payments (*if not covered under finance coordinator*)

Encourage engagement within the CAL community by exploring opportunities for CAL involvement in leadership, collaboration, activities at regional events and more.

Provide updates of changes in membership to Communications, Membership and Finance Coordinator.

Advocate for the needs and interest of CAL members within the Region through communication with the RMT and identified opportunities for increased engagement.

Actively supporting membership retention by monitoring renewal trends, following up with members who are at risk of lapsing membership and continuing to increase connection and continued membership.

## **Competencies**

- Highly Organized and Detail Oriented
- Strong Data Reconciliation and record-keeping skills
- Clear and professional communicator
- Proactive and solution-focused
- Comfortable working with spreadsheets and Online forms
- Committed to strengthening and growing CAL membership