



Board of Directors
Co- Director of Membership Services Job Description

Position:	Co-Director of Membership Services
Purpose:	Serve as Chapter liaison with current and prospective members.
Term of Service:	Two years (April 1 – March 31).
Status:	Typically the more senior Co-Director will serve as the Executive Board Member (including as a member of the Budget Committee) and the junior Co-Director will serve as an Extended Board Member.
Oversight by:	President
Committees:	Member Nominating Committee (one Co-Chair), by request
Board Responsibilities:	<p>Submit a brief written activity report via e-mail to the President and Secretary three (3) business days prior to each monthly Board meeting.</p> <p>Submit any action items for Board discussion via e-mail to the President along with supporting materials, five (5) business days prior to each monthly Board meeting.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend the annual Board Retreat.</p> <p>Reach out to new members to help integrate them into the Chapter.</p> <p>Must attend at least one Business Partner event annually or 50% of board allowance is forfeited.</p>
Educational Allowance:	<p>Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year. Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position.</p> <p>Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year.</p> <p>Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with scholarship, if won, unless specifically not allowed under the</p>

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Senior Director of Membership Services Job Description

	<p>rules of the scholarship. Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>				
Records Retention:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Item</u></th> <th style="text-align: left;"><u>Retention Period</u></th> </tr> </thead> <tbody> <tr> <td>Membership records and database</td> <td>Forever</td> </tr> </tbody> </table>	<u>Item</u>	<u>Retention Period</u>	Membership records and database	Forever
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Membership records and database	Forever				
Duties:	<p>Sends membership information to individuals interested in joining association. Receives, approves, and forwards new membership applications to ALA Headquarters. Forwards Puget Sound Chapter dues renewals to Treasurer. Maintains files of original Chapter membership applications. Disapproves membership of ineligible applicants and discusses reason with them. Provides new member and membership change information to Extended Board members. Provides Board with addendum to membership directory at the Board meetings. Maintains Chapter membership database, updates changes, additions and deletions. Assumes responsibility for publishing membership pictorial directory. Maintains file of members' pictures and loans out as requested (i.e., "Profile" article in <i>Soundings</i>). Conducts annual membership renewal campaign. Conducts semi-annual Chapter verification to update and confirm Chapter and International membership records. Provides mailing labels, membership information, membership directory or quarterly updates to Business Partner Relations Co-Directors for vendors who have purchased. Provides mailing labels to Board members as needed. Updates New Members section of website and creates new user/directory information on the website in a timely manner. Ensures Membership Recruitment and Retention portion of President's Award criteria are met to the best of the Chapter's ability.</p>				