

POSITION TITLE: Membership Director

AUTHORITY

- The board of directors is the legal authority for the community league.
- The membership director has the authority to purchase membership supplies from the EFCL on an annual basis.

TERM OF OFFICE

- Term of office is 2 years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- Manages annual recruitment drive.
- Work with Volunteer Director to recruit for principle sales drive.
- Prepares the membership list and updates records.
- Provide Volunteer Director with up-to-date list of members who have checked off Volunteer on their membership card.
- Orders membership supplies from the EFCL website.
- Check online membership sales at efcl.org and distributes cards and skate tags
- Attend (or recruit volunteers to attend) sports/program registrations to sell memberships as required
- Attend (or recruit volunteers to attend) social events to sell memberships as required
- Recruits and supervises volunteer canvassers.
- Reviews and prepares policy and procedures with respect to membership.
- Recommends fee structure and strategies to increase membership, and updates EFCL website to ensure fees are accurate.