



MEMBERSHIP DIRECTOR

POSITION DESCRIPTION: TWO-YEAR TERM, VOLUNTEER,
BOARD OF DIRECTOR'S POSITION

The Membership Director collaborates with the Cal-IPGCA's Association Board Officers, Directors, Board of Advisors, and the CAL- IPGCA Program Management team to build a membership base that is invigorated by the challenge of change, impassioned about the unlimited possibilities innovation can unleash, and excited to motivate the acceleration of human potential and performance...in our lives and within our organizations, businesses and communities. We see ourselves as One System. One State. One World.

The Membership Director will create campaigns that focus on the limitless possibilities of co-creating change and innovation; e.g., it activates members to join this organization. At the same time, the Membership Director is also detail-oriented as vision requires a foundation of solid planning and execution.

The Membership Directors oversees new member recruitment, helps ensure existing members are satisfied, and addresses members' concerns to make sure their Cal-IPGCA Association member experience is beneficial to all interested parties.

As a liaison between potential/existing members and the organization, the Membership Director must be well-organized, possess excellent communications skills, and be able to effectively coordinate member recruitment drives.

In addition, the membership director:

- Maintains membership records and processes new member applications, membership renewals, and member resignations
- Collects data for membership statistics and generate reports on trends
- Promotes the organization to prospective members and encourages current members to participate in Association activities and events
- Manages communication with members through newsletters, responses to questions, and through conducting surveys

If you are...

- A self-starter motivated by the challenge and, at the same, someone who thrives in building and mentoring teams.
- An avid listener, a curiosity prober (discovering what moves people to take action), and an excellent communicator – one who writes and speaks with clarity and passion.

If you want..

- To drive Change and Innovation through building a membership that propels a movement of activists and doers – please **APPLY TODAY!**

