

	The Association of Oncology Social Work Operations Manual – Job Description	Date Approved	04/19/06
		Dates Revised	4/20/04, 11-22-04, 5-7-05, 04/19/06, 11-05-07
	Membership Director	Dates Reviewed	4/20/04, 11-05-2007

I. JOB SUMMARY

The Membership Director is an elected position to the AOSW Board of Directors and serves for three years (unless otherwise noted in the election process). The Membership Director develops strategies for and manages the recruitment and retention of the AOSW membership in collaboration with the management company. The Membership Director is responsible for serving as the Chair for the Membership Committee.

II. DUTIES AND RESPONSIBILITIES

- A. Attends Board meetings and provides a written report on membership.
- B. Responsible for the Membership Committee. Serves as Chair or appoints someone as Chair. If appoints a Chair for the committee, then that person reports directly to Membership Director. Membership Director is responsible for communicating with the AOSW BOD from this committee. (See Membership Committee PP for further details.)
- C. Develops membership growth goals and plans strategies along with the membership committee, BOD and management company to attain these goals.
- D. Coordinates, reviews, and updates information and literature for the potential use of AOSW members in collaboration with the BOD, membership committee, and the management company. These include but are not limited to the AOSW Brochure, Membership Inquiry packet, the New Member Packet, and the Renewing Member packet. Works with the Membership Committee and the AOSW home office to develop and disseminate these materials.
- E. Provides input to management staff and BOD on the functioning and usability of the on-line Membership Directory which is developed in the AOSW home office.
- F. Reviews status of membership database with the AOSW home office on a regular basis.
- G. Reviews and develops the membership recruitment and retention goals as approved by the Board and in collaboration with the AOSW home office and the Membership Committee.
- H. Reviews membership benefits in collaboration with the membership committee, BOD, ASOW Home Office and others in order to ensure that these meet the ongoing needs of our members.
- I. Coordinates the design and production of all promotional materials in collaboration with the membership committee, AOSW home office and BOD.
- J. Consistently troubleshoots membership questions and concerns in collaboration with the AOSW management staff in the central office.
- K. Must maintain membership on SWON so that they can keep up with any membership issues and address as necessary.

- L. The Membership Director and / or AOSW Home Office shall make available to members a policy regarding the use and distribution of the membership list as approved by the Board. (see PP on Dissemination of Membership List).
- M. The Membership Director reviews all requests for the AOSW mailing lists through our mailing list company. All requests for our mailing list must be approved before they can go out. These are done through email.
- N. Submits timely information to the Treasurer for expense reimbursement requests, budget planning and implementation process. When expenses are approved and incurred will submit appropriate expense reimbursement form with receipts attached (original preferred) to the main office within 30 days of incurred expense.
- O. Shall orient his/her successor to policy and procedures for this position.

III. QUALIFICATIONS

- A. Active membership in AOSW.
- B. Prior active role in other national, state, or local organization preferred.
- C. Must be able to attend AOSW conference every year of term of office