

Director of Membership

- POSITION STATUS:** Director
- TERM:** One Year
- ELECTION PROCESS:** The Director of Membership will be elected at the Fall Membership Meeting each year by the voting members of MPA.
- FUNCTION:** The Director of Membership will be responsible for guiding MPA in attracting and retaining members.
- SPECIFIC RESPONSIBILITIES:** The Director of Membership will assume the following responsibilities:
1. Work towards retaining current members and attracting new members, including sustaining members such as individuals, schools, corporations, etc.
 2. Ensure current member benefits are maintained by continuing to offer quality tangible services.
 3. Assist in communicating member benefits and services through internal communication methods, including MPA's publications and other publications.
 4. Quarterly (April, July, October & December): Review NFPA's computer print-out of Association members and update it with new members names and addresses, other changes of address and removing members who did not renew their membership. The management company will provide a list of new members and address changes.
 5. November/December: Oversee the management company's distribution of membership renewal letters.
 6. February: Oversee the Management Company's distribution of a follow-up letter to members who have not yet renewed their membership.
 7. February: Oversee the Management Company's distribution of Letter of Good Standing printed for distribution to the membership.
 8. Prior to the Annual Convention and Fall Membership Gathering: Prepare promotional material and application forms for MPA and NFPA distribution.
 9. Answer calls and correspondence from prospective members and persons interested in the paralegal profession.

10. Work with the management company to coordinate the ordering of any materials that are used when sending membership materials to prospective members, i.e. membership cards, brochures, application forms, etc.
11. Supervise the activities of the following committees: Member Benefits, Network, and Survey Committee and act as a liaison between the Board of Directors and that Committee.
12. Other projects and responsibilities as assigned.
13. Duties Relating to the Administration of the Volunteer Certificates:
 - a. After election of the new Board of Directors in October, Board members shall be notified that volunteer certificates are awarded and that they will be contacted in the fall for names of individuals to be awarded volunteer certificates.
 - b. In late August, request from the Board members the names of individuals to be awarded volunteer certificates and specify a deadline for receiving the names of the volunteers.
 - c. Arrange for printing of the volunteer certificates or, if there are certificates left over from the previous year, advise the printer of the date to be printed on the left-over certificates.
 - d. Prepare an alphabetical list of all volunteers for the typist/calligrapher's use and submit the list to the Program Committee Chair for inclusion in the Fall Membership Meeting.
 - e. Obtain the president's signature on all the certificates and on five extra certificates in case of last-minute name additions.
 - f. Distribute the signed certificates to the Board members, Leadership Chairs and all other volunteers at the Fall Membership Meeting.

- DIRECT RESPONSIBLE POSITIONS:**
- Job Bank
 - Member Benefits
 - Mentor/Mentee
 - New Member Liaison
 - Survey

RECOMMENDED QUALIFICATIONS: The Director of Membership should have good interpersonal skills and have served as a Committee chair.