Membership Director

Summary: The Membership Director manages and facilitates the membership database and engages with members regarding various initiatives.

Guidelines

- Each Director has assigned responsibilities relevant to their discipline
- Directors are responsible for fulfilling the responsibilities
- The Administrator supports the Board of Directors as detailed below
- Directors are responsible for dedicating their time to their relevant action items and present their progress at monthly Board meetings and updates to the rest of the Board of Directors

Responsibilities

- Manage and facilitate the membership database (currently Join It) and engage with members regarding various initiatives.
- Maintenance of the membership platform; purging inactive member accounts and adding new members
- Provide support to members with managing their account as needed
- Provisional approval of all new member applications, prior to full board approval at monthly Board Meetings
- Promote the benefits of membership; attract new members to join the Society
- Responsible for presenting updates during monthly Board Meetings - if not present, responsible for pro-active communication of topics (at least 1 day before the Board Meeting) in writing
- Contribute towards the organization of annual Society events including but not limited to Annual Conference, Gala CAHRE Awards and AGM
- With support of the CISHRP Administrator & Treasurer, chase outstanding membership payment
- Coordinate with Training & Development Director as needed for special programs – a member benefit
- Responsible for communication with the members as required regarding renewals, cancellations etc.
- Securing events volunteers from the Membership for relevant events
- Additional duties as required

Membership Director dates: 19 November 2026 – November 2028

I, _____ confirm my agreement to undertake the above responsibilities and duties as listed.

_____ _____

Signature Date