**DIRECTOR OF MEMBERSHIP**

Reports To: President and Board

Prerequisites:

1. Must be an IIDA Member in good standing.
2. Industry Member preferred.

Job Description:

The Director of Membership shall be responsible for coordination and promotion of membership. The Director of Membership shall be responsible for member recruitment, retention and member benefits and services. The Director of Membership will coordinate programs focusing on membership recruitment and will oversee any committees whose function is to promote membership. The Director of Membership will act as liaison between the chapter and IIDA Headquarters. They will maintain member contact information for the Chapter roster and will oversee the application process at the chapter level.

Committees:

1. Membership Events (Chair)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Coordinate annual Membership Drive events in each City Center. Work with the VP of each City Center to plan and host.
3. Obtain feedback from City Centers to review and assess member services appropriate to each City Center.
4. Assist with the development of new membership policies and procedures.
5. Shall be responsible for promotion of the Chapter and the Interior Design industry.
6. Oversee the updating and preparation of our Annual Directory to be distributed to Members each year. Format is in PDF and distributed via email to IIDA Virginia/West Virginia Members only. (not sponsors or Non Members)
7. Coordinate 1-2 small events mid-year to promote new membership and provide an open forum for member feedback.
2016 CALL FOR NOMINATIONS – INTEREST FORM

Your Name: ________________________________

Phone: ________________________________

Email: ________________________________

Name of Person nominated: ________________________________

Nominee’s Phone: ________________________________

Nominee’s Email: ________________________________

Position for which candidate is being nominated: ________________________________

Briefly describe why you think the nominee is a good candidate:

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