

DIAA Position Descriptions



Membership Chair

The Membership Committee shall be responsible for bringing in new members, receiving dues, maintaining a membership roster, and accepting membership applications. The President shall appoint the chairperson who shall appoint two other members.

Position Overview

The Membership Chair conducts outreach to build and maintain the DIAA membership, manages the annual dues and contributions process, and maintains the membership list. As a member of the Executive Board, the Membership Chair participates in determining and achieving goals, activities and policies of the DIAA.

Responsibilities and Duties

- Conduct outreach and identify opportunities for other DIAA members to help attract and recruit new members
- Manage the annual outreach to current and former members to encourage them to renew or rejoin
- Respond quickly to inquiries by members and potential new members, often coordinating with the Exhibition Chair
- Maintain the list of current and former members in such a way as to provide other DIAA officers and project leaders with lists including addresses, phone numbers and/or email contacts to assist them with their responsibilities
- Track receipt of dues and contributions in coordination with the Treasurer and Bookkeeper
- Serve on the DIAA Executive Board (Bylaws, Article V, Section 2) and work closely with other Executive Board members to ensure consistent messaging about DIAA and to contribute to efficient operations.

Qualifications

- Active member of DIAA
- Ability to use spreadsheets or databases to maintain, segment, sort, and produce on-demand targeted reports of current and former members
- Good communication and writing skills
- Ready access to and comfort with email and word processing applications