



**Director of Membership
Job Description
10.29.24**

Term

- Two Years
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Director will take office at the Annual Chapter Meeting in December.

Description of Role

The Director of Membership serves and strengthens the membership of the Association by working to increase the overall numbers of members. The director supports the development of, and provides information about, the benefits of being a member of the Association. The director works to increase membership satisfaction and engagement in the Association through personal outreach and promotion of member benefits. Treasurer is one of seven voting members on executive board.

Desired Attributes

Organized; Detail oriented; Able to follow-through and reach out to others for information and clarification; Excellent communication skills; Desire to support and advocate on behalf of Art Therapy/Therapists in Illinois.

Responsibilities

- Maintain membership in IATA
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Attend and actively participate in all Board and Chapter Meetings
- Set annual goals at first board meeting
- Recruitment and retention of members.
- Identify and maintain membership benefits (including online referral directory). Promote awareness among members of the benefits of membership and membership initiatives.
- Collaborate with schools to encourage active student membership in the affairs and activities of the Association. Attend school orientations to share about the Organization and recruit membership.
- Reach out to members of years' past and encourage them to join.
- Take on additional responsibilities related to this role as requested by President.

Approximate Time Commitment Per Week: 2 hours. More hours required during committee meetings and events.