

DIRECTOR, MEMBER SERVICES

The Director, Member Services is elected by the membership, serves for two (2) years. This position is a voting member of the Executive Board.

QUALIFICATIONS

- Member of ADA and ODA
- Active in ODA; preferable as a participant of the Member Team prior to election as leader
- Good communication and organizational skills
- Knowledgeable about benefits of ADA and affiliate membership, including DPG/MIG programs and services (or be willing to develop this.)

RESPONSIBILITIES

1. Attends all ODA Executive Board meetings (if unable to attend, appoints a proxy).
2. Oversees recruitment of new members and the retention of current members.
3. Serves as an advocate for ODA and ADA and the benefits of membership in both.
4. Attends ODA Executive Board meetings and actively participates in developing ODA's Program of Work and Strategic Plan, as well as budget.
5. Recruits Member Team members and appoints Project Leaders as needed
6. Directs the Member Team in developing goals and projects consistent with the Member Team objective and ODA's Strategic Plan and serves as the communication link between Project Leaders and the ODA Executive Board.
7. Communicates with Legislative Team and Communications Team to coordinate projects, as appropriate
8. Ensures that the ODA membership is kept informed of project progress and benefits of ODA/ADA membership by overseeing the submission of appropriate articles to the ODA Newsletter and to the ODA website