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 the Academy of Nutrition and Dietetics and the Oregon Academy in the Active, Life or Retired category.
- Active in Oregon Academy; preferable as a participant of the Member Team prior to election as leader
- Good communication and organizational skills
- Knowledgeable about benefits of the Academy and affiliate membership, including DPG programs and services.

RESPONSIBILITIES

1. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).
    a. Submits monthly reports
    b. Serves as a voting member of the Board
    c. Submits annual report as requested
    d. Reviews and updates pertinent documents
    e. Provides orientation and transition for the incoming committee chair
2. Oversees recruitment of new members and the retention of current members.
    a. Reviews and updates the new member letter (in collaboration with the Oregon Academy president) by May 20th each year.
    b. Develops strategies for and works with the Oregon Academy office to address non-renewing members by July 15th each year.
    c. Collaborates with the Communications Director to promote membership and member benefits throughout the year.
3. Serves as an advocate for the Oregon Academy and the Academy and the benefits of membership in both.
4. Coordinates the annual (or every-other-year) member survey.
5. Work with all Oregon Academy teams as needed to address member-related issues and the plan of work.
6. Ensures that the Oregon Academy membership is kept informed of project progress and benefits of Oregon Academy/Academy membership by overseeing the submission of appropriate articles to the Oregon Academy Newsletter.
7. Regularly reviews and provides updates to appropriate web pages.
8. Collaborates with the Awards Chair, as needed.