



Capital City Executives' Association Roles & Responsibilities ~ Membership Director

Last updated: October 2014

The Membership Director is an elected Director appointed to the position by the President. The term is for one year.

Under the guidance of the Board of Directors (BOD) and with support from the Executive Assistant (EA), the Membership Director (MD) is responsible for the following:

- Vets and Approves guests to business lunches - ensure that their corresponding category of business is available within the association before approving attendance at a lunch meeting. The MD responds to the guest request in a timely manner.
- Announces immediately (via email and / or at regular lunch meetings) when a category becomes available for membership so that current members have the opportunity to propose new members in a timely manner.
- Processes and Vets New Applications to the Association:
 - Receives all membership applications and contacts the applicant to thank them for the application and notify them of the review process so that they are aware of the timeline.
 - Investigates the application regarding the category the application is applying to, to ensure there is no category conflict. If there is a category conflict, the MD will make enquiries with the prospective member, the sponsoring member and the possible member with the conflicting category, before approaching the Board of Directors (BOD).
 - The MD will also check the references indicated on the prospective member's application, as well as confirm that they are not holding a membership with another leads organization, before approaching the BOD.
 - Once the MD is assured there is no conflict, an email requesting approval or otherwise as well as comments from each BOD member is issued to the BOD with a timeline to respond. Respondents should be instructed to NOT "reply all" to the e-mail and only reply to the MD.
 - The MD will examine all protests against the prospective applicant from the BOD.
 - Once the application has been approved by the BOD, the MD sends out an email to the membership at large informing them of the application and indicating the BOD has approved. The email requests feedback from the members and the members are given 5 business days to respond.
 - The MD will examine all protests against the prospective applicant, and report findings back to the BOD.
 - Once the MD is assured there is no conflict from the membership at large, he informs the Sponsoring Member and the Member that their application has been approved.
 - If the application has been declined, it is the MD's role to advise the applicant and the sponsoring member and return the application fee
 - The MD forwards the application fee to the Bookkeeper for deposit.
 - The MD continues to assist the sponsoring member in welcome the new member at future meetings
- Encourages current members to introduce new members to the association
- Presents opportunities and procedures to the BOD that will further develop the association's membership
- Assists the EA with the preparation of Membership Kits for presentation to guests at the meetings
- Assists the EA with greeting of guests on Guest Day or any other special functions where multiple guests are attending
- Attends and reports at all BOD Meetings
- Presents a synopsis of the year's work in the role of MD to the members at the Annual General Meeting
- Presents a mini report at each business lunch meeting regarding withdrawals and available categories, plus provides a more thorough report with statistics to the members upon request
- If there is more than one member volunteering in this capacity, it then can become a committee with one Director who will Chair the committee, and attend the BOD meetings
- Upon completion of his/her term the MD will liaise and provide information to the incoming MD