

Membership Director, ARMA Edmonton Chapter

The Director of Membership is responsible for:

- Attend monthly board member meetings held once a month (approx. 1-2 hours)
- Monitor membership listing and send out membership renewal reminders monthly (on average approximately 30 minutes per month)
- Send welcome messages to new members joining the ARMA Edmonton chapter on a monthly basis
- Send inquiries to non-renewing members for retention purposes
- Liaise with the Association headquarters in the processing of membership applications;
- Send out notices to membership (1 hour per month)
- Work with the Director of Marketing to pursue opportunities to retain and/or to increase membership
- Monitor years of service (length/years of membership) and identify those individuals to the Award Committee