

Northeast Wisconsin Payroll Chapter

Job Title: Membership Director	Term Commitment: Two Years
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Position Overview

This board position is responsible for maintaining and growing the Chapter's current membership.

Essential Job Functions

- Contact and welcome all new members to the Chapter
- Ensure all new members are on our membership/ mailing list and the member list is current
- Review new National PAYO members from our area, include them in the mailing list and contact for membership
- Ensure each member has a name tag for meetings
- Bring member sign in sheet to each meeting and staff registration table
- Report to board members at their regular meetings the membership status, membership count, new members and lost members
- Assist with securing monthly meeting speakers, topics and locations
- Responsible for membership growth
- Be active in Chapter member mentoring
- Send out annual registration and dues communication

Chapter Monthly Meeting Job Functions

- Set up and staff registration table at all monthly meetings along with Chapter Coordinator
- Create slips for door prizes (filled out at registration table) and assist Chapter Coordinator with door prize drawing and distribution
- Introduce any new members at the Chapter meetings
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly chapter meetings
- Attend scheduled board meetings
- Be a member of the local chapter in good standing

Other Skills/Abilities

- Must be proficient in Word and Excel
- FPC or CPP preferred
- Be a member of National PAYO in good standing

Time Commitment

- Three hours outside of monthly chapter meetings
- Attendance of monthly chapter meetings

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.
