



Job Description: Membership Director

Effective Date: 2016

Approved by: APIC MN Board of Directors

Revise date: 5/2023

1. General Description

- Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- APIC MN representatives are asked to be clear in communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal one
- APIC MN representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed position to the APIC MN Board of Directors for discussion and/or actions.
- Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings when requested
- Become familiar with APIC MN Policies (see APIC MN website)

2. Specifics of Job

- Serves as a non-voting member on the Board of Directors (BOD)
- Appointed position with three-year term
- Promote member engagement with APIC
- Promote APIC MN mentorship program
- As needed, recruit 3-4 Membership Committee members to assist with program development
- Promote membership to lapsed member and those not members of APIC MN
- Assign committees and BOD to create a welcoming environment for visitors/new members at general mtgs. (ex. name tags, blank cards at table to use as business cards, schedule for committees to welcome attendees)
- Coordination of new member communication with BMI (ex. email or letter, willingness to serve form with info on the opportunities)

- News and Views – monthly member profile as able
- Support members in communicating value of APIC MN membership and participation to administrators
- Maintain a [Dashboard](#) for Membership Metrics – total members, new members
- Access membership reports from APIC National website as needed
- Use APIC National membership reports for assessing growth and recruiting members
- Promote and develop new APIC MN leaders
- Work on special projects as requested by the President

Monthly Action Checklist Month	Action	New Member Action
January	N&V Profile Dashboard – new/total members	Email to new and lapsed members
February	N&V Profile Dashboard – new/total members	Email to new members
March	N&V Profile Dashboard – new/total members	Email to new members
April	N&V Profile Dashboard – new/total members	Email to new and lapsed members
May	N&V Profile Dashboard – new/total members	Email to new members
June	N&V Profile Dashboard – new/total members	Email to new members
July	Dashboard – new/total members	Email to new and lapsed members
August	N&V Profile Dashboard – new/total members	Email to new members
September	Dashboard – new/total members	Email to new members
October	N&V Profile Dashboard – new/total members Review job description and update as needed.	Email to new and lapsed members
November	N&V Profile Dashboard – new/total members	Email to new members
December	N&V Profile Dashboard – new/total members	Email to new members
Ongoing	Assist with connecting members with mentors as requested	

Resources: National website

Policy 5: Conflict of Interest-Board of Directors, Committee Chairs and Appointed Representatives