



Librarians Without Borders
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Volunteer Job Title: Membership Director

Job Description (Article 10.4 of Bylaws):

The Membership Director shall be the front-line liaison with all members of the corporation. The Membership Director shall help to grow the membership base, manage relations with members, communicate effectively with members to ensure their questions are answered, and handle and represent all member issues. He or she shall also perform other such duties as may from time to time be required by the board of directors.

Primary Responsibilities:

- attend LWB Executive Officer meetings (in-person or via teleconference)
- receive and process membership applications into a Microsoft Access database
- maintain accurate membership records
- manage LWB Membership Director's e-mail account and communicate with membership on a regular basis or as needed
- respond to new members and send membership package
- review and develop membership recruitment and retention goals in collaboration with the Executive Committee
- coordinate the design and development of communication packages to new members (i.e. membership welcome package)
- assist in preparing and coordinating the Annual General Meeting (AGM)
- propose and implement policies and practices
- support the work of the Executive team in other areas when required

Qualifications:

- must be an LWB member, and be passionate about our work
- ability to attend weekly meetings scheduled in Eastern Standard Time
- knowledge and skills in database management
- access to a computer and high-speed Internet connection
- comfortable using Microsoft Access or other database software
- some familiarity with managing membership files would be beneficial
- commitment to the organization and a willingness to devote the necessary time and effort
- ability to work effectively as a team member

- excellent communication and organizational skills

Time Commitment:

- the Membership Director is expected to commit, on average, 2-3 hours per week to LWB work
- Additional time might be required to write reports, respond to correspondence, etc.
- This is a one-year term, commencing the day of election at the AGM

Benefits:

- voting member of the LWB Executive team
- gain/exercise experience with operating and managing an incorporated, non-profit organization
- play a key role in developing the organization and further defining the role of Membership Director
- the opportunity to make a significant impact upon the organization

To Apply:

- **Send a brief statement of interest including your qualifications (max 150 words) to exec@lwb-online.org before September 26, 2008**
- *Note:* Candidate summaries will be disseminated to the membership in the AGM package prior to the AGM and Executive Officers will be voted into office by LWB members who attend the AGM and those who have voted by proxy

Thank you for considering the donation of your time and effort in helping LWB grow to its fullest potential!