



MEMBERSHIP DIRECTOR

Job Description (Article 10.4 of Bylaws):

The Membership Director is an elected position to Librarians Without Borders (LWB) and serves for one year. The Membership Director develops strategies for and manages the recruitment and retention of the LWB membership in collaboration with the Executive Members.

Primary Responsibilities:

- develops and implements revised membership model with Co-Executive Directors in fiscal year 2015-16; leads discussion of model with LWB members
- receives and processes online membership applications
- maintains accurate membership records
- creates and updates membership package sent to new members
- communicates with the membership on a regular or as need basis
- coordinates publishing of periodic membership newsletter
- develops membership recruitment and retention in collaboration with Executive Team
- leads recruitment, establishment, and management of digital content team (new)
- attends monthly Executive Team meetings (via web or teleconference)

Qualifications:

- capable of managing a large project from conception to planning to implementation
- a willingness to devote the necessary time and effort to the position
- access to a computer and high-speed Internet connection
- attention to detail and an ability to keep accurate records
- experience with publishing software and knowledge of HTML authoring
- comfort working with Google Docs and software to manage contact lists
- ability to work effectively as a team member and to take on other work as needed
- must be an LWB member, ideally living in Canada

Time Commitment:

- expected to commit on average 3-6 hours per week to LWB work
- one-year term, commencing the day of election at the AGM

Benefits:

- gain voting rights on the LWB Executive team
- experience operating a non-profit organization
- assume a key role in developing and impacting the organization
- be a part of an active community sharing similar interests to your own

To Apply:

- Send a brief statement of interest (max 1 page) including your resume to nominations@lwb-online.org on or before July 17, 2015
- *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