

Membership Committee Job Description

Objectives:	Offer inspiration and leadership opportunities to help promote best strategies for provision of benefits and networking opportunities as meaningful return on investment in AASP membership.
Duties and Responsibilities:	Under the leadership and guidance of the Membership Chair, discuss, formulate and implement strategies for membership growth, membership promotions, membership benefits, and networking opportunities.
Qualifications and Requirements:	The Membership Volunteer should have: <ul style="list-style-type: none">• At least 1-3 years of experience in Advancement Services• Excellent communication skills• Time to dedicate to this professional volunteer opportunity (approximately 1-3 hours per month)• Ability to attend monthly telecommunication meetings• Active AASP membership• Initiative to complete assignments
Lines of Communication:	Report directly to the Membership Committee Chair. Work closely with fellow volunteers and sub-committees to complete assignments.
Orientation and Training:	Read AASP by-laws; be familiar with the strategic goals of AASP and the Membership Committee; be prepared to submit suggestions and formulate opportunities for maximizing the AASP membership experience.
Time Commitment:	Average 1-3 hours per month for the length of appointment; additional assignments as needed and agreed upon; as available, three days during AASP Summit and Annual Meeting.
Benefits:	Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; ability to provide a voice for current and potential members to promote the best strategies for providing benefits as a return of investment in membership.
Challenges:	Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of AASP moving forward.