



Position Description

Membership

Director

Portfolio: Membership

The Membership Director manages the membership database and leads initiatives that result in membership recruitment and retention.

Primary Responsibilities:

- Help the Vice President resolve membership related issues.
- Provide the board with regular updates on current membership numbers.
- Plan and coordinate an event to welcome new pharmacy technicians to the profession.
- Provide presentations to pharmacy technician students.
- Identify new membership benefits.

All board members are responsible to:

- Prepare for and attend board meetings and the annual general meeting.
- Report on the status of assigned initiatives and keep the board apprised of completed work.
- Recruit, chair or liaise with committees in order to achieve initiatives.
- Prepare blog submissions to communicate with the membership.
- Approve an annual budget and ensure expenditures are within the budget.
- Develop and/or maintain policies for governing the Society.
- Represent PTSA at various functions.
- Assist the transition of successors.