

# North Florida Compensation & Benefits Association

## President-Elect/Membership Director Job Description

### Summary

Prepares to take over the responsibilities of the President at the end of the current President's term of office. Attracts and retains members.

### Essential Functions

- Serves as the Association's liaison to the WorldatWork Local Network Membership Management Program
- Maintains membership roster in conjunction with the Secretary/Treasurer
- Maintains email distribution list
- Posts membership roster on WAW website for member discounts on classes
- Contacts prospective members to encourage membership with Association
- Introduces new members to Association via means established by the Board
- Perform all other duties as directed by the President and the Board
- Ensures that the duties of the position are performed in accordance with the NFCBA by-laws
- Attends Board Meetings
- Attends Local Network Meetings

### Position Requirements

- Desire to support the local community of Compensation, Benefits, and Total Rewards professionals
- Ability to support President and the Board of Directors
- Ability to continue on the board through the role of President and Immediate Past President
- Ability to solicit new members to join the Association
- Ability to send member information to Communications Director in a timely manner
- Ability to coordinate website changes with President and/or Communications Director

### Term Length

The President-Elect/Membership Director role is normally for a two year period, depending upon current chapter leadership needs.

### Date of Last Revision

6/11/13