



800 Lakeview Avenue
Jamestown, NY 14701
716-484-8814

Title of Position: Director of Membership

Reports to: District Governor and District Council

Duration of Appointment: Up to 3 years; (renewable annually)

General Description of Position: Overall responsibility for membership development in the district. The Director works with the District Governor and other members of the district leadership team to develop strategies and tactics the enable clubs to retain current members and attract new members.

Qualifications: Should have excellent leadership and communication skills. Prior experience in a district role is helpful.

Duties and Responsibilities:

- In collaboration with DG and other district leaders, develop a long-term strategic plan for membership development as well as one-year goals and plans.
- Develop workshops, webinars, and other programs to assist clubs in their efforts to retain and recruit members
- Prepare reports as needed for District Council
- Participate in district leadership and District Council meetings
- Conduct District Membership Team meetings on a regular basis
- Recruit members of the District Membership Team, with representatives from clubs across the district
- Oversee district membership sub-committees

Expected Time Commitment: 10 hours per month

Additional Comments: