

	Association of Oncology Social Work	Date Approved	04/19/06, 6/7/2021
	Operations Manual – Job Description	Dates Revised	4/20/04, 11/04, 5/05, 04/06, 11/07, 10/08, 10/12, 6/17
	Membership Director	Dates Reviewed	4/04, 11/07, 8/11, 10/12, 6/17, 12/17, 5/11/2021, 6/7/2021

I. JOB SUMMARY

The Membership Director is an elected position to the AOSW Board of Directors and serves for three years (unless otherwise noted in the election process). The Membership Director develops strategies for and manages the recruitment and retention of the AOSW membership in collaboration with the management company. The Membership Director is responsible for serving as the Chair for the Membership Committee.

II. DUTIES AND RESPONSIBILITIES

- A. Attends Board meetings and provides a written report on membership.
- B. Responsible for the Membership Committee. Serves as Chair or appoints someone as Chair. If appoints a Chair for the committee, then that person reports directly to Membership Director. Membership Director is responsible for communicating with the AOSW Board of Directors from this committee. (See Membership Committee PP for further details.)
- C. Develops membership growth goals and plans strategies along with the membership committee, Board of Directors and Management Company to attain these goals.
- D. Coordinates, reviews, and updates information/materials for the potential use of AOSW members in collaboration with the AOSW Board of Directors, membership committee, and the management company. Works with the Membership Committee and the AOSW Main Office to develop and disseminate these materials.
- E. Provides input to management staff and AOSW Board of Directors on the functioning and usability of the on-line Membership Directory which is developed in the AOSW Main Office.
- F. Reviews status of membership database with the AOSW Main Office on a regular basis.
- G. Reviews and develops the membership recruitment and retention goals as approved by the Board and in collaboration with the AOSW Main Office and the Membership Committee.
- H. Solicits feedback regarding member achievements and writes the Kudos Column for AOSW News.
- I. Reviews membership benefits in collaboration with the membership committee, Board of Directors, AOSW Main Office and others in order to ensure that these meet the ongoing needs of our members.
- J. Promotes oncology social work activities internationally and acts as liaison between AOSW and designated geographical area.
- K. Membership Director will recruit/encourage members to actively engage in AOSW through work on committees, projects etc.

- L. Coordinates the design and production of all promotional materials in collaboration with the membership committee, AOSW Main Office and Board of Directors.
- M. Consistently troubleshoots membership questions and concerns in collaboration with the AOSW management staff in the Main Office.
- N. Must maintain membership on SWON so that they can keep up with any membership issues and address as necessary. The Membership Director and/or AOSW Main Office shall make available to members a policy regarding the use and distribution of the membership list as approved by the Board. (See PP on Dissemination of Membership List).
- O. The Membership Director reviews all requests for the AOSW mailing lists through our mailing list company. All requests for our mailing list must be approved before they can go out. These are done through email. Submits timely information to the Treasurer for expense reimbursement requests, budget planning and implementation process. When expenses are approved and incurred will submit appropriate expense reimbursement form with receipts attached (original preferred) to the main office within 30 days of incurred expense.
- P. Shall orient his/her successor to policy and procedures for this position.
- Q. Assist in developing additional financial resources.
- R. Identify barriers and opportunities to achieve current strategic plan fiscal objectives.
- S. Responsible for researching and recommending long range fund raising plan and developing new funding sources when applicable.
- T. Works on special projects as they relate to member issues.
- U. Oversees Hardship Fund requests and coordinates with the Main Office approvals.
- V. Identifies sources of potential funding to support the overall financial sustainability of the organization.
- W. Foster relationships with current and potential volunteers. Nurture future leaders to advance the mission of the organization.

III. QUALIFICATIONS

- A. Active membership in AOSW.
- B. Prior active role in other national, state, or local organization preferred.
- C. Must be able to attend AOSW conference every year of term of office.
- D. Must adhere to the [NASW Code of Ethics](#).