



ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION POSITION DESCRIPTION

DIRECTOR OF MEMBERSHIP

I. POSITION: Director of Membership

II. REPORTING PROCEDURES/QUALIFICATIONS:

- The Director of Membership is a member of the ILOTA Executive Board
- Reports to the Executive Board and the members of ILOTA
- Voting member of the ILOTA Executive Board and Association.
- Must be a member in good standing of AOTA and ILOTA.
- Required to attend monthly Executive Board Meetings and quarterly Full Board Meetings.

Reporting Committees and Positions:

- Retention Coordinator
- Professional Development Coordinator
- Networking Coordinator
- Leadership Development Program Coordinator

III. GENERAL RESPONSIBILITIES OF ILOTA EXECUTIVE BOARD MEMBERS:

- Has authority to nominate board members, install and disband committees, install and recommend for removal board members and committee chairs/members.
- Participates in evaluation and provides voting approval of changes in board structure.
- Submits updates regarding all position related documents to the ILOTA shared drive.
- Prepares quarterly board report information from individual efforts and reporting board members/committees.
- Prepares annual report for ILOTA Executive Board including activities, committee accomplishments, strategic plans, and long-term goals.
- Presents annual report during term and at closure of term.
- Prepares and submits budgets to Director of Finance
- Liaison with coordinators to ILOTA Executive Board.
- Continues in role for transition period at end of term to orient successor, present annual report, and prepares and transfers all position related documents to successor

IV. RESPONSIBILITIES OF DIRECTOR OF MEMBERSHIP

- Annual preparation of the ILOTA Resource Guide
- Creation and management of membership drives
- Tracking membership trends and adjust goals as needed
- Develop and maintain a membership strategic plan.
- Prepare monthly reports on membership enrollment
- Collaborate with Director of Finance regarding fee schedules

- Help to develop value-based programs that are focused on the Membership
- Development of membership communication, communication schedules including notices, updates, and benefits.
- Develop and analyze membership surveys regarding the needs of members
- Provide guidance to Networking Coordinator for SIS activities to facilitate member and non-member involvement
- Collaborate with Networking Coordinator, SIS Committees, and Liaisons on activities throughout the state.

V. ELECTION/APPOINTMENT

- The Director of Membership shall be elected by individual members in good standing by mail and/or electronic ballot.

VI. VACANCIES, REMOVAL, CENSURE AND APPEAL

- In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Committee, shall appoint a replacement to complete the term of office.
- An officer of the Association may be removed by the Association’s voting members in good standing for incapacitating illness or circumstances, misconduct, or neglect of duty. Offices may be censured for irresponsible or unprofessional conduct. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

VII. RESIGNATION

- The Director of Membership will submit in writing a letter of resignation to the President and the Executive Board. If possible, a two (2) month notice shall be given with recommendations for potential candidates for replacement.

**Illinois Occupational Therapy Association
Standard operating procedures
Director of Membership
Review history**

Last Review July 2011 - Full review and format updates
 Last Review October 2014 – Full review and updates to committee list
 Last Review June 2020 - Full review and format updates
 Last Review May 2022 - Full review and update to Position Description

Next Review
 May 2024