# Director of Membership

Reporting to the VP Operations, the Director of Membership is responsible for the development and maintenance of a Chapter membership and for continued growth through recruiting, retaining and partnering with major employers and Educational Institutions.

## Membership Records

* Establish and maintain current and accurate records about the Chapter Membership and related groups (e.g. event attendees, friends of the Chapter, past members, PMI members in the area who are not Chapter members)
* Review and coordinate Chapter records with the PMI-HQ DEP database.
* Maintain list of members who have attained the PMP or related certifications.

## Recruit and Retain Members

* Establish and maintain an active membership drive, including a documented plan and partnering with other Board members to identify and develop membership opportunities.
* Conduct periodic presentations about PMI and the Chapter to groups of prospective members and their employers. The Director can also delegate these presentations to other Chapter Board members.
* Develop and implement a member retention plan.
* Send out information on PMI and the Nova Scotia Chapter to potential members upon request.
* Prepare and send a ‘welcome’ letter to each new member.
* Prepare and send a ‘thank you’ letter to each member who renews membership.

## Membership Materials and Reporting

* Develop, maintain and publish a Chapter brochure in cooperation with the Director of Marketing & Communications.
* Maintain an inventory of PMI membership materials and provide membership lists to Board members on request.
* Prepare status reports for presentation at each Chapter Board meeting including membership levels, retention, and certification levels.

## Annual Membership Survey

* Develop, in cooperation with other Directors, and conduct an annual survey of the membership in order to get feedback on the performance of the Chapter and Board and ideas for improvement from the membership.
* Analyze membership survey results and recommend actions.
* Provide survey results to Board and PMI-HQ for annual Charter Renewal application.

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## Other Duties

* Recognize each new PMI Credential Holder at Chapter dinner meetings
* Prepare and present a status report at each Board meeting.
* Prepare the Membership section of the Annual Report to the membership.
* Review this document yearly by November each year and make changes and/or updates as required

Updated/Reviewed on: July 8, 2024

Updated by: Mahbubur Rahman