

Director-Membership Development

Position Description

The Director-Membership Development is a member of the Membership Board and chairs the Membership Development Committee.

The Membership Development Committee responsibilities include identifying value/benefit/services to members and recommending policy/mechanism for recruiting and retaining different segments of membership; developing programs and material to facilitate member recruiting, services and retention; maintaining and developing contacts with leadership and membership constituents; overseeing the collection of membership data and tracking trends; developing campaigns and statistics for member recruitment and retention; overseeing development of marketing materials, identifying external audiences and how to reach them, developing content for different segments of membership for newsletter/blog, and providing proper communication channels and feedback.

Position Criteria

Director-Membership Development candidates must be an IEEE Signal Processing Society member at the time of nomination, and must remain throughout the term of service, members in good standing of IEEE and SPS. Experience in membership related activities or other Society experience is preferred.

Term

The Director-Membership Development term is three years, non-renewable.

Elected/Appointed by

The Director-Membership Development is appointed by the Vice President-Membership with the advice and consent of the Executive Committee.

Nomination Period

The nomination period normally opens in April every three years.

Time Commitment

Travel:

- ICASSP – held annually in the Spring
- ICIP – held annually in the Fall

Time Commitment (Continued)

Conference calls/email:

- occasionally throughout the year

To summarize, the time required for the position of Director-Membership Development is roughly 2-4 hours per week.

Travel Support

The following travel support is provided for the position:

- Members of the Membership Board qualify for up to \$1200 continental or \$2100 intercontinental travel per year in travel assistance to the Membership Board meeting at ICASSP. Additional travel support up to the same level may be provided to the members of the Membership Board to support a second Board meeting. This support will be determined the preceding year by the Executive Committee after review of the Society's financial situation. Membership Board members must adhere to IEEE travel policy. Such funds may not be used for conference registration. Such travel funds will be reimbursed upon submission of appropriate documentation and a completed IEEE reimbursement form.