



CANADIAN LACTATION CONSULTANT ASSOCIATION
ASSOCIATION CANADIENNE DES CONSULTANTES EN LACTATION

POSITION TITLE: DIRECTOR OF MEMBERSHIP

RESPONSIBLE TO:

- The Board of Directors as well as to the CLCA/ACCL membership. S/he reports directly to the Board at all board meetings and through correspondence.

QUALIFICATIONS:

- Be a voting member elected by the membership of CLCA/ACCL
- Be an active CLCA/ACCL member
- Certified by the International Board of Lactation Consultant Examiners
- Have a vested interest in the organization's well-being
- Have good organizational and written/oral communication skills
- Have the ability to analyze and discuss issues of policy and organizational process and actively participate in the decision-making group
- Have the ability to present a professional image of CLCA/ACCL

TERM OF OFFICE:

- Two-year term
- When circumstances warrant, resignation may be tendered by submitting written notification of intent to resign to the Board of Directors with a 30 days notice
- The Membership Director can only be removed from office by membership vote; however, his/her authority to act can be suspended by a vote of the Board pending this membership vote

DUTIES: The Director of Membership will:

- Respond to all Board communications
- Carry out Board assigned projects
- Represent CLCA/ACCL at conferences and meetings whenever possible
- Respond to inquiries regarding membership and seek out new membership growth opportunities
- Develop strategies for encouraging new members
- Prepare an annual report to be available to Board members two weeks prior to the Board of Directors meeting

EQUIPMENT REQUIRED:

- Personal computer with capacity for Internet and email access



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- Computer skills

TIME COMMITMENT:

- Approximately 5-10 hours per month

COMPENSATION:

- All CLCA/ACCL Directors are volunteers.
- Reasonable expenses, as approved in the budget and disbursed by the reimbursement policy, for office supplies, telephone, and photocopying directly utilized in work for CLCA/ACCL should be reimbursed when original receipts are provided. Prior approval from the President/Treasurer is required.
- Travel expenses for meetings and conferences cannot be provided without prior approval of the Board of Directors.

UPDATED: October 2018