



## **EACE Board of Directors**

### **Director, Membership Recruitment & Retention**

#### **Qualities:**

Understands the concept of diversity within a large organization; has completed some type of diversity training; multi-cultural/cross cultural exposure; prior experience in activities/roles aimed at promoting awareness of diversity advancement needs; awareness of diverse membership needs and expectations; ability to conduct membership research as required; responsive to changes in membership needs and expectations; enthusiastic, encouraging, and inclusive manner; proven ability to motivate volunteers and expedite the effective completion of projects; excellent communication skills; ability to function strategically with other leaders; demonstrated ability to follow-up with others in an effective and timely manner; serve as model for fiscal integrity and sound money management in conducting EACE business; and has demonstrated commitment to diversity and multiculturalism.

#### **Responsibilities:**

- Broad responsibilities for membership recruitment, retention and development
- Works closely with the Director, Employer Member Services and the Director, College Member Services to ensure appropriate services for their respective membership constituencies
- Oversees membership marketing initiatives.
- Oversees member retention initiatives – seeking to encourage involvement in the association
- Liaison to the Diversity & Inclusion Committee
- Liaison to the Membership Committee
- Perform such duties as assigned by the President and the Board of Directors



## **A Typical Year in Review Non-Executive Committee Board Members**

(Excludes EACE Executive Committee members:  
President, President-Elect, Past President and Director of Finance)

An EACE Board year begins on July 1 and runs through June 30 of the following calendar year. This outlines the tasks and commitments that can be expected during a typical board year for non-executive committee board members.

### **June (previous to start of term):**

- In-Person transition board meeting for incoming and outgoing boards. One full day typically in coordination with the annual conference.
- Board training meeting. Typically, a half day in coordination with the Annual Conference.

### **August, December, January, May:**

- Board meeting via conference call
- Board call preparation
- Monthly committee chairs call – typically one per reporting committee
- Participate in e-mail discussions
- Work on action items and projects

### **October, March, June:**

- In-person board meeting
- Board meeting preparation
- Monthly committee chairs call – typically one per reporting committee
- Participate in e-mail discussions
- Work on action items and projects.