

# **Membership Development Director's Position Responsibilities**

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**Florida Association of Colleges & Employers (FloridaACE)  
Three-Year Term with No Term Limit**

1. Develop and implement initiatives that increase FloridaACE visibility within Florida
2. Reports and is responsible to the President and the Board of Directors.
3. Attends all Board of Directors' meetings.
4. Serves on a conference committee and assumes duties as requested by the President.
5. Assists the Vice President in planning the annual conference by coordinating the New Member Orientation program.
5. Establishes and utilizes plan of action to encourage new member(s) involvement
6. Collaborates with the Secretary to collect and monitor membership data related to recruiting activities.
7. Provides needed training to new, incoming Outreach Development Director and other appropriate Board members within two months of new member's service on the Board.
8. Updates all documents relevant to position to the FloridaACE archive.
9. Upholds at all times the policies and procedures of the Association.
10. Performs other duties as assigned.

(Updated 2019)