



MDC-Recruitment & Retention Subcommittee Position Description

Updated 01/31/2012

Membership Development Committee Overview:

The Membership Development Committee (MDC) is an international Committee within ISPE, reporting to the International Board of Directors. The Committee's primary roles are to evaluate membership benefits and recommend programs to enhance the value of membership for all Members worldwide. Recruitment and Retention is a Subcommittee of the (MDC)

Recruitment/Retention Position Purpose and Objectives:

Members of the Subcommittee work as a team to accomplish its annual Business Plan goals and objectives. Committee Members develop programs and plans to recruit new members, and evaluate promotional offerings and services.

Appointed by: Committee Chair/Co-Chairs

Responsibilities of this Position:

The MDC Recruitment and Retention Subcommittee Members must become familiar with the annual Business Plan. Committee Members work on:

- Determining the professionals to be targeted
- Identifying what will be offered/ recommend programs and tactics to increase the Society's global membership
- Identifying the best approach to find new members
- Provide resources, tools, and training to Affiliate/Chapter volunteers to achieve membership goals
- Work closely with Affiliate/Chapter Membership Chairs and Presidents to help implement membership recruitment and retention resources
- Enhance the Ambassador Program
- Watch for crossover with other Committees, Councils, COPs, and Task Teams

Skills/Experience Requirements for this Position:

Committee Members must have a good understanding of ISPE's membership base and their needs. It's important to develop an understanding of the Society's structure, strategic plan, and business plan. Previous volunteer experience serving at the local Affiliate or Chapter level is a plus. Must be an ISPE Member in good standing.

Length of Service: 1 Year Additional Details (optional): Term may be renewed up to five years

Time Commitment: Approximate hours per month: >0 to 5 Hours

Work will be intermittent regular regular with peaks requiring additional effort.

Resource Requirements

List expectations for support of the volunteer in this position, including staff or volunteer assistance for the task, funding for travel, etc.

Provided by ISPE staff or volunteers: Staff Project Manager

Expected from the volunteer (or his/her employer): Funding for travel expenses to attend meetings in person. If a Committee Member cannot attend a meeting in person, he or she may participate via conference call if a line has been established by ISPE (long distance charges may apply). The MDC strives to conduct business during typical work hours for all Committee Members; however, this may vary by individual depending on the time zones.

Meeting Schedule:

One in person meeting is scheduled each year at the global ISPE Annual Meeting. For Committee Members who cannot attend the in person meetings, they may participate by conference call if a line has been setup by ISPE. Sub-committee Members will have conference calls on an as needed basis. The MDC Recruitment and Retention Subcommittee holds monthly conference calls throughout the year.

Attendance Requirement:

MDC Recruitment and Retention Subcommittee Members should attend a minimum of 75% of the meetings and conference calls throughout the year.

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ Actively participate in meetings ✓ Read materials and come prepared to each meeting ✓ Listen to people and ideas ✓ Become knowledgeable of the Society's policies and procedures ✓ Complete assignments on time | <ul style="list-style-type: none"> ✓ Respond to communications in a timely manner ✓ Develop a good relationship with Staff ✓ Respect confidentiality ✓ Fully support all decisions of the Board and Committee ✓ Always act in the best interests of ISPE |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile

<http://www.ispe.org/volunteerprofile>