

Oregon Dental Hygienists' Association

Policy: **01-08 Membership Director**

Program: **Board of Directors-01**

Effective date: 11-12-2017

Last revised date: 11-12-2017

Purpose: To clarify the duties and responsibilities of the Membership Director.

Policy: The duties and responsibilities of the Membership Director is to oversee the following functions:

- Duties listed in section 01-01
- Develop and recommend strategies for recruiting and retaining ODHA members
- Assist the Membership Committee and the Board of Directors in assessing member needs, evaluate the services and benefits provided to members, create member incentives, evaluate how to provide value-adding services for members' professional lives.
- Establish and maintain effective communication with Board of Directors
- Keep updated with monthly membership roster
- Provide reports for the Board of Directors as needed
- Provide material for the newsletter as requested
- Help maintain ODHA's social media presence
- Serve as a liaison between the Membership Committee and the ODHA board
- Assist and support Regional Component Chairs as needed with membership recruitment and retention, including providing Regional Directors and Component leadership with current member roster monthly.
- Stay current with Regional Component events
- Promote ODHA membership with dental hygiene programs
- Attend Regional Component and Constituent events when possible
- Serve a two year term

Procedure: As prescribed by the ODHA Bylaws, the Membership Director will be elected for a two-year term, to alternate with the Advocacy Director.