



# Academy of Certified Hazardous Materials Managers, Inc.

## JOB DESCRIPTION

**Effective: 04-16-07**

Category: **Volunteer**

Job Title: **Member Services Director (2-year term or may be appointed by the President to complete an unfulfilled term)**

Immediate Supervisor: **President**

### Job Description:

General – There are two primary duties associated with the Director of Member Services position. The first is to be engaged in and focused on the execution of tasks and duties for the Board of Directors (BoD). The second duty is to increase the increase the overall value of membership in the ACHMM and local chapter by:

- Developing and implementing a strategy/plan for the retention of current members and recruitment of new members in the ACHMM.
- Providing communication and support between the ACHMM and local chapters to better establish and grow local chapters, and to increase the value that local chapters can deliver to members.
- Pursuing the establishment and maintenance of relationships with external organizations of interest to the membership and maximize member benefit.
- Providing recognition to individuals and chapters for their outstanding contributions that further the objectives, goals and the Vision-Mission- Strategy of the ACHMM.

### **I. Detailed –**

#### **A. General Performance Requirements**

Refer to At-Large Director's Job Description for General Performance Requirements.

#### **B. Specific Performance Requirements**

1. Serve as the Chair of the Member Services Standing Committee.

- a. Provide direct communication between the BoD and the Standing Committee which currently consists of the following Technical Subcommittees: Awards, Chapter Development and Membership.
  - b. Ensure that each technical subcommittee knows and are working toward completing the agreed upon tasks to achieve ACHMM's strategic objectives.
  - c. Prepare and submit a quarterly status report to BoD summarizing the status of the agreed upon tasks in the Strategic Plan as well as other tasks as assigned by the BoD.
  - d. Conduct an annual review of the charter for each technical subcommittee to verify they are consistent with ACHMM's Strategic Plan and current needs.
  - e. Propose subcommittee restructuring and/or objective/task reassignments as needed
  - f. Ensure that each technical subcommittee has a succession plan in place
2. Developing and implementing a strategy/plan for the retention of current members and recruitment of new members in the ACHMM:
    - a. CHMMs and other professionals
    - b. Students
    - c. Affiliates within the hazardous materials profession
  3. Provide communication and support between the ACHMM and local chapters to better establish and grow local chapters, and to increase the value that local chapters can deliver to members
  4. Provide recognition to individuals and chapters for their outstanding contributions that further the objectives, goals and the Vision-Mission- Strategy of the ACHMM
    - a. Annual awards
    - b. Monthly awards
    - c. Scholarships
    - d. Other awards
  5. Maintain the CHMMunity Program as a benefit to chapters and members.

## **II. Time Management and Accountability**

### **A. General**

Refer to At-Large Director's Job Description for General Time Management and Accountability Requirements

### **B. Specific**

1. Prepare and submit quarterly committee report in advance for quarterly BoD meeting.
2. Assist the National Office with maintenance of chapter records including officers, annual reports, and events
3. Maintain list of award criteria and winners
4. Maintain records regarding CHMMunity projects

### **III Meetings**

#### **A. General**

Refer to At-Large Director's Job Description for General Meeting Requirements

#### **B. Standing Committee Chairperson**

1. Chair the Member Services Standing Committee - Members of the Member Services Standing Committee shall include the chairpersons and vice-chairpersons of the following technical subcommittees: Awards, Chapter Development and Membership.
2. Meet at least monthly to insure that technical subcommittees are on track with meeting their agreed upon tasks to meet ACHMM's Strategic Plan

### **IV. Other Duties**

#### **A. General**

Refer to At-Large Director's Job Description for Other General Duties

#### **B. Membership**

Work with the Executive Director and BoD to develop and implement a plan to achieve annual membership goals.

#### **C. Requirements for Position**

1. Academy member in good standing.
2. A qualified candidate for the position of Director of Member Services shall have served as a committee chairperson or vice-chairperson of one of the technical committees assigned to the Member Services Standing Committee for at least one year, or has a skill set deemed essential to the Board of Directors or has experience with other leadership positions, such as an ACHMM At-Large Director, or as another ACHMM committee chairperson or vice-chairperson, or as officer of an ACHMM Chapter.

I, \_\_\_\_\_, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed: \_\_\_\_\_

Insert Individual's Name Here