

Member Engagement Director Board Position Responsibilities

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

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