

Job Title: Director Member Services

Job Overview: Liaison between the Board and specific committees ensuring committees are achieving their goals and are aligned with Board Governance and established standards.

Time Commitment: 6-10 hours monthly

Standard Board Member Responsibilities & Duties:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be able to compromise
- Support governance decisions once made
- Participate in the review of the Society's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Society in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the Society in relation to it

Job Specific Responsibilities & Duties:

- Provide Board guidance, communication, and support to the Nominations Committee, Disciplinary Committee and Member Services Committee ensuring they have the necessary resources to fulfill their annual goals.
- Lead the Member Services efforts for GHS initiatives including, but not limited to, ongoing updating of membership perks, growing the membership of the GHS, leading membership drives and other initiatives as necessary, ensuring plans are created and implemented on time and within policy guidelines.
- As necessary, lead and support the Disciplinary Committee following the standard procedures outlined in the GHS By-laws.
- Lead the Nomination Committee ensuring the GHS Executive Board has the necessary Board Members in place while planning for the future.

Qualifications:

- Detailed knowledge and understanding of the by-laws, specifically Members Section 8.03
- Strong communication and relationship building skills
- Strong problem solving skills and consensus building

