

# **Membership and Recruitment Coordinator**

## **Job Description**

(3 year term)

### Purpose

The purpose of the membership and recruitment coordinator is to increase and maintain membership for PASC.

### Duties

- Oversee the Membership and Recruitment Committee
- Maintain the membership database and ensure member school information is up to date
  - ◆ Record and update relevant payment information
  - ◆ Contact Region Directors regarding schools that have not renewed their membership
  - ◆ Create a process for Region Directors and Region Reps to update advisor information and notify of new advisors
  - ◆ Create annual PASC Membership Certificates for dissemination at the PASC State Convention
- Communicate with the Treasurer regarding all deposits made into the PASC membership account.
- Prepare membership reports by district for all Executive Board meetings.
- Share membership reports & email to region directors & reps and post on Google Docs.
- Work with Region Directors and Region Representatives on an ongoing basis for recruitment of new members and retention of current members, including suggesting recruitment strategies for schools in each region.
- Work with the Marketing and Public Relations Coordinator to develop marketing materials to promote PASC and its programs
- Maintain and update all relevant information and applications on pasc.net

### Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
- Hold, at least, two virtual committee meetings per year.
- Prepare an agenda for each committee meeting.
- Coordinate with the student committee chair on agenda and report for the Executive Board meetings.
- Respond to emails and other correspondence in a timely manner
- Maintain and update all relevant dates on the PASC master calendar.

More detailed information available upon request

### How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>

Please send any questions to [executivedirector@pasc.net](mailto:executivedirector@pasc.net)

**Position created July 2003**

**Revised: Jan 2017**

**Revised: July 2025**