

# ***Social Director***

## **POSITION SUMMARY:**

The Social Director is responsible for the coordination all activities related to social events and the pursuit of new and renewing members including the activities of the Hospitality and Membership Chairs. She is responsible for staffing the reception desk for meetings, for disseminating new and renewal membership information, and for follow up on annual membership renewals.

## **SPECIFIC RESPONSIBILITIES/DUTIES:**

1. Staff the reception desk at each meeting, greeting members, guests, and prospective members.
2. Receive membership forms, waivers, and monies, when appropriate, and forward to the WSA Treasurer and/or Membership Database Chair.
3. Disseminate WSA literature and membership forms.
4. Maintain a collection of member's nametags for use at meetings.
5. Provide guests with nametags.
6. Pursue new memberships and follow-up on non-renewing members.
7. Report on membership status and introduce guests at general meetings.
8. Submit a written annual report of position activities to the board of directors by November 1 of each year.
9. Attend all WSA Board meetings as a voting member.
10. Attend WSA General Meetings and participate in all WSA-sponsored activities as appropriate.

## **GENERAL QUALIFICATIONS/EXPERIENCE:**

WSA member in good standing. Possess good interpersonal and organizational skills.