MEMBERSHIP OPERATIONS COMMITTEE

Association of Advancement Services Professionals
Fueling nonprofits. Advancing careers.

JOB DESCRIPTION

Objectives: Offer inspiration and leadership opportunities to help promote best strategies for member acquisition and retention, data integrity, analysis, and surveys as meaningful return on investment in **aasp** membership.

Duties and Responsibilities: Under the leadership and guidance of the Membership Operations Chair, discuss, formulate, and implement strategies new member acquisition and data analysis to increase retention. Oversee member data integrity and administer surveys when needed.

Qualifications and Requirements: The Membership Operations Volunteers should have:

- At least 1-3 years of experience in Advancement Services
- Excellent communication skills
- Time to dedicate to this professional volunteer opportunity (approximately 1-3 hours per month)
- Ability to attend monthly (virtual) meetings
- Active **aasp** membership
- Initiative to complete assignments and advance committee objectives

Lines of Communication: Report directly to the Membership Operations Chair. Work closely with fellow volunteers and subcommittees to complete assignments.

Orientation and Training: Read **aasp** by-laws; be familiar with the strategic goals of **aasp** and the Membership Operations Committee; be prepared to submit suggestions and formulate opportunities for maximizing the **aasp** membership experience.

Time Commitment: Average 1-3 hours per month for the length of appointment; additional assignments as needed and agreed upon; as available, during **aasp** Summit and Annual Meeting.

Benefits: Contribution to the Advancement Services profession; association with professional colleagues; recognition of contributions and expertise among professional community; ability to provide a voice for current and potential members to promote the best strategies for providing benefits as a return of investment in membership.

Challenges: Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of **aasp** moving forward.