



Membership Liaison Position Description and Responsibilities

The Membership Liaison will:

- Support members throughout the year to encourage participation in the conference, utilization of the website and ongoing interactions with one another
- Utilize the annual timeline created to help meet important deadlines through email and/or phone conversations
- Reach out to DVS who are not members early in the year encouraging them to become a WSSDVS member (template created & a list will be given)
- Access templates when sending out some information (ie, membership, potential new members)

Timeframe:

- Monthly/bi-monthly emails and/or phone calls to assigned members: 1 hour/month
- Board Meetings are 1 hour, 6x/year and 2 in-person meetings (1) 2 hour meeting and (1) 6 hour meeting

WSSDVS Annual State Conference

- Support conference planning committee members as needed and serve on conference committee as needed. Meetings are 1 hour as needed.

Board Meetings

- Attend at least 2 in-person Board Meetings. Reports out information that will help the Board better understand the challenges and achievements of our members. This helps guide our decisions on what is on the website and conference topics.
- Conference Board Meeting is usually 2 hours and the other is usually a 6 hour meeting. Attend conference call board meetings.

Term:

- The term of office for the Membership Liaison is one year with the option to continue a second term, and shall be elected for no more than two successive terms in the same office.