

IDCN Volunteer Role Description

Role Name: Membership Team Leader

Responsibilities:

- Develop Membership Team strategy and delivery
- Identify, track and report (as needed) on Membership Team metrics
- Guide and mentor Membership Team members
- Ensure volunteer roles on the Membership Team are appropriately staffed
- Ensure Membership Team processes & procedures are documented and appropriately stored
- Lead and participate in Membership Team and strategic projects
- Proactively identify and train successor for Team Leader role
- Maintain regular communication with Corporate and Service Provider Members
- Represent the Membership Team at IDCN Events, Corporate Member Meetings & Leadership Team Meetings

Key Competencies:

- Leadership skills: Ability to craft and deliver short, medium and long-term Membership Team strategies
- Coaching: Train, mentor and lead Membership Team members
- Communication skills: Ability to effectively communicate and influence all IDCN members while promoting and developing trust
- Self- motivation and Results Orientation: Takes initiative and anticipates obstacles while effectively driving results
- Cooperation: Ability to work effectively across cross-functional teams
- Organization skills: Ability to effectively gather information and accurately document, create and assign roles, delegate tasks and ensure continuity of the Membership organization

Estimated Weekly Time: 5-10 hours

Role Length: 12 months