



promoting the power
of facilitation worldwide

Role Description & Screening Criteria; Director of Membership and Chapters¹

Directors serving a term on the International Association of Facilitators' (IAF) global Board of Directors are expected to participate fully and share in the strategic governance of the Association, on behalf of its membership and in service to the facilitation profession.

Key responsibilities of the Director of Membership and Chapters include:

- To lead the Board in developing appropriate global strategy and policy relative to membership and chapters;
- To monitor activities relative to membership and chapters in each region, to provide advice and guidance and to identify and propagate best practice;
- To provide facilitative leadership to volunteers involved in activity to build membership and create chapters, ensuring their alignment with global strategy and policy;
- To manage the membership operating budget and any contracts with suppliers, including management of contractors and suppliers if contracted.

Key duties of the Director of Membership and Chapters include:

- To develop an annual work plan and budget for Membership & Chapters to contribute to the IAF's overall business plan and budget;
- To work with the Director, Communications in the formulation and implementation of communications to attract and retain membership registration.
- To prioritise activities in the work plan according to the available volunteer capacity to manage and deliver the work plan, and/or contracts with external suppliers if contracted;
- To monitor delivery of the work plan by volunteers (and staff and contractors if contracted), problem-solve issues and report regularly to the Board on progress and risks;
- To ensure and oversee effective communication and co-ordination between volunteers working at global, regional and chapter levels;

¹ The IAF Board approved the role description of the Chair and Vice-Chair in October 2010. It is adapted from the IAF Board manual of June 2010, with revisions based on feedback from incumbents and/or other Directors. The role description is to be read in conjunction with the separate role description & screening criteria for all Director roles.



promoting the power
of facilitation worldwide

- To review and approve suppliers' invoices and other expenditures for payment from the Membership budget.

Particular duties of the Director of Membership and Chapters include:

Lead the work of the Board on membership.

- Ensure that Association's membership value proposition is enhanced and communicated through its initiatives, conferences and events.
- Review the categories and rates of membership and make proposals to the Board as appropriate.
- Ensure that web information on membership is up to date.
- Support the work of regional representatives to build membership around the globe

Lead the work of the Board on chapters.

- Review the procedures for the creation of regions and chapters and make proposals to the Board as appropriate.
- Proactively liaise with regional directors and over the creation and sustainable operation of chapters in their region.

Budget

- Provide budget requirements needed by the Treasurer, as requested.

Screening Criteria for the Director of Membership and Chapters

Below is a summary of the screening criteria used to determine the eligibility of a member for the role of Director of Membership and Chapters:

Criteria	Essential qualities	Desirable qualities
Additional qualities particular to the role	<ul style="list-style-type: none">• A good understanding of the membership benefits of the IAF, ideally based on firsthand experience.	<ul style="list-style-type: none">• Experience of growing membership in a comparable non-profit Association.• Experience with an IAF Chapter.