



ANDERSON COUNTY
CHAMBER
OF COMMERCE



Position Description

Title: Member Services Coordinator

Reports to: Chamber President

Job Description: Responsible for membership recruitment and retention

Duties:

- **Recruit New Members** and obtain Monthly Goals (Performance Standards to be established)
- Call on Prospective Members (outside office) by personal visit
- Prepare weekly Sales Reports for President
- Plan and implement Membership Campaigns (as determined by President and Executive Committee)
- Daily Maintenance and Updating of Member Records
- Meet with office visitors interested in Membership
- Schedule New Member Orientation meetings and facilitate all aspects of these meetings
- Arrange for New Member introductions at monthly membership meetings
- Coordinate Chamber Coffees and Ribbon Cuttings

- **Retention of members.** Call on Past Due members to encourage renewal
- Make personal visits to existing members to encourage engagement and retention as members
- Coordinate Chamber Ambassador Program
 - Recruit and Orient new Ambassadors
 - Maintain schedule for Coffees, Business After Hours and Ribbon Cuttings
 - Maintain Call Sheet records and follow up with assigned Ambassador
- Coordinate all monthly dues invoicing and collection with President
- Other duties as assigned by President

3-27-17