



*"We are a community dedicated to leading and promoting the use of statistics within the healthcare industry for the benefit of patients."*

### **PSI Board of Directors - Membership Director**

The Membership Director leads the membership and community committee who play a crucial role in ensuring the growth, engagement, and satisfaction of our members. This position is essential for building a strong and diverse membership base, fostering a sense of community, and contributing to the overall success of the organisation. The Membership Director is a member of the PSI Board of Directors (board).

#### **Responsibilities:**

1. Membership Recruitment
  - Develop and implement strategies for attracting new members
  - Identify and pursue opportunities to expand membership
2. Membership Retention
  - Work with the board to ensure PSI is engaging effectively
  - Implement initiatives to enhance member satisfaction
  - Address concerns and feedback from members to improve overall membership experience
3. Database Management
  - Work closely with our association management provider to oversee maintenance of the membership database
  - Generate reports and insights from membership data to share with board members and PSI membership and inform decision-making
4. Events
  - Collaborate with other board members to integrate membership initiatives into overall organisational events
  - Coordinate the joint RSS PSI award
5. Open (volunteer) position support
  - Maintain the open volunteer positions board and actively recruit to fill the open positions
6. Communication
  - Collaborate with the communications team to keep members informed of relevant news and updates
  - Utilize various channels, including newsletters and social media, to engage with members

**Time commitment:** The Membership Director is expected to attend regular (monthly) board meetings, actively participate in relevant committees, and allocate additional time for specific membership-related initiatives and events – approx. 4hrs pw.