

FPA Silicon Valley

Director of Membership

Job Description and Expectations

Purpose: To increase memberships by recruiting new members and retaining existing members. We do so by creating opportunities for our members to meet and network.

Major responsibilities and events:

- Create networking opportunities such as monthly social events
 - Happy Hour socials at different venues located in the South Bay to Mid-Peninsula.
 - Chocolate Tasting Event
- Highlight various membership benefits
 - FPA Member Discount Guide
- Recognize longevity members on milestone anniversary
- Attend UCSC Extension's CFP Program Orientation to promote FPASV
- Partner with Career Development to help oversee NexGen events and outreach.
- Come up with any other programs and/or events that you think would benefit our chapter.

Length of term: Two years. Can appoint a Co-Director to help with succession planning, pending approval of the board.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by FPASV mission, objectives, and programs.
- Help communicate and promote FPA's mission and programs to the community.
- Understand the policies and procedures of FPASV.