

Portfolio: MEMBERSHIP OUTREACH & DIVERSITY

Position: DIRECTOR

Scope of the Role

The Membership Outreach and Diversity Portfolio Director is responsible for maintaining and growing the membership of the society. That responsibility includes establishing and maintaining initiatives that seek new members who represent diverse national, cultural, racial, ethnic, and other self-identifiable groups such as LGBTQI+. SIETAR USA is committed to building a diverse membership, so outreach to a variety of groups is an essential activity for this Portfolio Director.

In addition to promoting membership in SIETAR USA, the Membership Outreach and Diversity Director reviews and establishes membership policies and benefits that serve to support members, oversees membership recruitment to expand the diversity of the SIETAR USA membership, and reaches out to new audiences for inclusion in the Society.

Portfolio Directors are not expected to do all the work alone and are strongly encouraged and supported to put together working committees to help them with the tasks under their responsibility. A Membership Committee is especially important to enable reaching out to an array of groups and individuals, informing them about SIETAR USA, and encouraging them to become involved.

Main Responsibilities & Objectives

- Maintains and establishes SIETAR USA membership policies and benefits as needed.
- Develops a Membership Outreach & Diversity committee and maintains a good flow of communication within the team and within the organization.
- Oversees membership recruitment initiatives with an aim to expand the diversity of the SIETAR USA community.
- Develops and implements outreach initiatives targeting new audiences for inclusion in the Society.
- Develops and delivers orientation and welcome programs for new SIETAR USA members.

- Develops and implements programs and events for members to strengthen the sense of community within the Society.
- Monitors and updates the SIETAR USA website to ensure accurate, current information is posted under the *Getting Involved* section, which includes the *Membership Levels*, *Membership Benefits*, and *Membership Application* webpages.
- Works with the Professional Development Portfolio Director and Leadership Development Director to identify potential committee members, to support professional development projects and activities.
- Maintains involvement with the SIETAR USA Mentoring Program to encourage new and existing members to actively participate in this program and build knowledge communities.
- Serves on the Nominations Committee to support the annual S-USA leadership nominations and election process.
- Reports at the monthly Board meetings and uses Slack for discussions and information throughout the month.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As all members of the society, they are encouraged to support and sign the Living Code of Ethics.

Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur in:** Months leading up to the national in-person and virtual conferences.

In addition, Board members are expected to:

- Attend the SIETAR USA National Conference, the Annual Board Meeting (a one-day in-person meeting before or after the conference), and the Board of Directors Annual Retreat (a three-day business meeting held each year in February or March). Most costs are covered by SIETAR USA to support the participation of all Board members in these events.
- Participate in monthly Board of Directors teleconference meetings. Portfolio Directors may have their own committee calls as needed.

Ideal Candidate Profile

To be successful in this role, the ideal candidate must possess the following skills, qualifications, and experience.

Required

In order to serve on the SIETAR USA Board of Directors, members must meet the following criteria in addition to role-specific requirements listed in each position description.

1. Possess a strong background and understanding of the intercultural and/or diversity, equity and inclusion (DEI) fields
2. Be a member in good standing with SIETAR USA (or willing to become a member)
3. Be a member who has attended SIETAR USA conferences in the past five (5) years

Preferred

- Experience recruiting members and building a strong sense of community for any kind of organization.
- Experience facilitating online and in-person new member orientation and welcome programs.
- Demonstrated ability to build relationships and be comfortable speaking in front of a group.
- Strong attention to detail, organizational, and time management skills.
- Possess good intercultural and inclusive leadership and communication skills.
- Strong team player with experience working well with remote teams and managing projects.
- Values and objectives aligned with SIETAR USA's mission and values.

MOD Position Description Approved: _____ Date: _____