

Job Description for Coordinator of Membership and Affiliate Relations

The Coordinator of the Membership and Affiliate Relations Functional Area has the overall responsibility for planning, developing, and implementing the operations of this function. The Coordinator is also responsible for coordinating the activities of the Membership and Affiliate Relations function with other activities of the Association.

Specific duties include the responsibility to:

- I. Organize and coordinate the membership program of the association
 1. Design the overall membership campaign program and coordinate this with the general membership activities
 2. Coordinate the development and implementation of training programs for staff, governance and local leaders
 3. Recommend the development of membership goals and objectives
 4. Coordinate the planning, development and distribution of membership promotional materials
 5. Serve as staff liaison to the TEA Membership Committee
 6. Maintain coordination with NEA staff and membership program
 7. Develop and maintain a membership reporting system
 8. Develop guidelines for membership activities and approve programs for local implementation
 9. In cooperation with other appropriate staff, coordinate the allocation of staff resources to project targets
 10. Redirect the resources of the Association to deal with special membership problems, with the approval of the Executive Director
 11. Coordinate the program and activities of the membership processing department and supervise and evaluate all support personnel assigned to this department
 12. Approve and monitor all dues payment agreement contracts between local associations and the TEA
 13. Coordinate the design of enrollment forms, rosters, transmittal forms, cards, other materials and procedures, and manuals to aid in processing membership at the state and local levels
 14. Receive all enrollment documents, dues payments from local individuals, and PAC monies through payroll deductions
 15. Balance obligation of dues with actual amount received for each local association and for monies transmitted to NEA
 16. Maintain current membership files and provide membership status reports for staff and Board
 17. Maintain liaison with NEA regarding EASYPAY, all member accounts, printing of membership materials and ordering of labels, rosters, etc.

18. Maintain computer files for all members and special mailing files
- II. Serve as the coordinator of affiliate relations with local associations, departments, sections, and subsections
 - A. Local Affiliates
 1. Maintain affiliation records on file with TEA
 2. Monitor affiliation requirements by TEA/NEA
 3. Notify periodically all affiliates, TEA Board, and appropriate staff regarding TEA/NEA affiliation status
 4. Receive requests for affiliation and make recommendations regarding requests to the TEA Board of Directors
 5. Maintain and review current constitutions and bylaws of all local affiliates
 - B. Departments, Sections and Subsections
 1. Coordinate assigned staff activities with departments, sections and subsections
 2. Provide each liaison and backup with copy(ies) of all forms (current), constitution, check list, and TEA Board Policies
 3. Provide the Business Manager copy of all communications received from sections
 4. Verify TEA membership of officers and notify staff liaison and Business Manager if a problem exists
 5. Keep an up-to-date file on all sections
 6. Monitor and maintain TEA affiliation requirements
 7. Report periodically to TEA Board of Directors regarding affiliation status of all departments, sections and subsections
- III. Develop, recommend, negotiate and promote special services to assist local associations and members in achieving economic gains/savings through discounts and group purchasing programs
 1. Coordinate TEA Member Benefits Program with NEA Member Benefits Program through a contractual arrangement of joint participation
 2. Screen products and service carriers and make recommendations to TEA Member Benefits Committee
 3. Serve as consultant to the TEA Member Benefits Committee
 4. Process grievances arising through the purchase of endorsed products or services
- IV. Attend meetings of the Board of Directors as assigned and appropriately brief staff assigned to this division
- V. Respond to requests for assistance from this division

VI. Be primarily responsible to the Manager of Information Technology and Services.

VII. Accept other responsibilities as may be requested by the Executive Director or his/her designee