

Dubuque Women's Leadership Network

Position	Director – Membership
Term	Two (2) years
Tenure	Can serve up to three (3) consecutive terms
Updated	September 2024

1. This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
2. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
3. The Membership Director works to encourage potential members to join by sending information about WLN and following up as necessary. Efforts to accomplish this may include obtaining feedback through surveys on how the organization can best meet member needs.
4. The Membership Director welcomes new members by encouraging current members and Board members to network at meetings.
5. The Membership Director maintains the WLN Membership Directory, making any necessary changes and updates as needed.
6. The Membership Director will work with the Treasurer as needed to follow-up and to collect payments.
7. The Membership Director works with the Communications Director or the individual managing the webpage to update the welcome email that deploys following the purchase of membership.
8. This position works to recruit corporate memberships by designing incentive-based pricing structures based on number of members joining. She engages with existing and corporate partners with efforts to maintain and recruit new corporate memberships throughout the year.
9. The Membership Director is the primary manager for the WLN email account. She monitors and responds to incoming email messages, forwarding them as necessary.
10. At the end of her term of office, this position will turn over all documents, files & etc. pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2024-2023	Kaley Rigdon Burgmeier	2009-2007	Sandi Swift / Christine Finson
2022-2021	Margaret O'Reilly	2007-2005	Pam Hillary
2020	Erin Sieverding/ Margaret O'Reilly		
2019-2017	Diana Miller		
*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year			
2017-2014	Jen Mond		
2014-2013	Kim Budde		
2013-2009	Mary Ann Conzett		