

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: Membership Liaison

SUMMARY OF DUTIES: Responsible for maintaining the membership roster for the Washington State Healthcare Human Resource Association.

SPECIFIC RESPONSIBILITIES:

1. Attend Board and Business meetings as a full voting member of the Board.
2. Send out renewal notices to members of the Association early each calendar year.
3. As renewal forms are returned, manage and update membership list.
4. Forward membership dues (check payments) to the WSHHRA treasurer on a timely basis.
5. Send out WSHHRA membership applications to non-members within the state of Washington.
6. Recruit and retain other potential members from nearby states, related healthcare organizations, consultants etc. and if applicable notify of WSHHRA opportunities.
7. Serve as a Board Member of WSHHRA and represent the needs of the membership and the goals of WSHHRA to the best of one's ability.
8. In the absence of the board member, the board member will arrange for coverage at the board meeting.

effective 3/1997

revised 2/2012

revised 1/2020