

PROBATION OFFICERS PROFESSIONAL ASSOCIATION OF INDIANA (POPAI)

MEMBERSHIP AND RECRUITMENT COORDINATOR

Job Description

The POPAI Membership Coordinator is responsible for tracking, coordinating, and maintaining information on all memberships for POPAI. Additionally, this position is responsible for recruiting new probation officer, associate, and corporate members. This position reports to Vice President (VP) of POPAI and presents specific items listed below to the POPAI Executive Board (Board). The following is a list of essential duties this position shall perform unless otherwise directed by the VP or the Board:

- Utilize the membership database to track all membership information by maintaining data on each member's name, email, address, phone, department, position type, membership type, district number, and length of membership.
- Maintain list of all member email addresses and troubleshoot those returned undeliverable in coordination with the POPAI Webmaster.
- Promptly respond to all membership related inquiries.
- Invoice all members in January of each year. Track those memberships paid by individual members or departments and those who pay memberships via training registration and invoice the departments for memberships as appropriate. Continue to invoice quarterly for those members not paid as appropriate.
- Contact members (or departments) not paid by November of each year and inquire of intention to pay membership dues. Update membership database and close memberships as needed.
- Recruit potential probation officer, associate, and corporate members and secure POPAI membership, if possible.
- Prepare a membership report to the Board by district every 90 days.
- Coordinate membership recruitment efforts with District Representatives for counties with no or few members.
- Attend Board meetings either in person, virtual, or by phone.
- Coordinate membership payments and/or renewals with the Conference and Recruitment Coordinator and POPAI Treasurer.
- Provide membership list by district and membership type to the POPAI Secretary and the Election Committee Chair 30 days prior to an election.
- Coordinating with any committee as determined by the Board, develop membership confirmation packet or information for each paid member.
- Other duties as assigned by the Board.