Job Description
Co-Directors of Membership Services
Institute for Continued Learning
Willamette University

The co-directors of membership Services are jointly responsible for admitting new members, collecting membership dues and maintaining membership lists (current and waiting). All communication is via computer (i.e. email & ICL website). Activities include, but are not limited to:

- Maintain current waiting list and current member list.
- Notify eligible applicants via email when membership openings become available. Notification, orientation and admission will occur prior to the start of the fall and winter/spring semesters.
- Conduct prospective membership orientation interviews in order to inform applicants of WUICL activities and membership expectations (refer to Membership Policies and Procedures). Dues are collected at the time of the interview and pictures taken for membership directory.
- Collect and forward membership dues to Director of Financial Services.
- Provide a copy of current membership list to WU Security and Library. After summer interview and orientation of new members, email pictures of incoming members to Director of Information Services by end of July for inclusion into the Membership Directory.
- Make name tags for new members and current members as requested.
- Introduce new members to current members at the beginning of each term.
- Coordinate with Director of University Support Services with regard to obtaining and distributing ID cards for returning members at start of fall semester. Accompany new members to Security Office for ID cards.
- Report up-dated membership information to Board at monthly meetings and as requested.

(Specific procedures are available in separate documents.)