

Director-at-Large (Member Outreach) Fact Sheet

updated April 2024

Position Overview

The directors-at-large are elected from the NCMPR membership prior to the annual business meeting and serve as a representative of the full membership, focusing on DEI, programming and member outreach, which are the strategic initiatives set forth by the board of directors. The duties of the directors-at-large will address needs as identified by the board of directors.

Position Term

The director-at-large term begins in March or early April at the close of the national conference that immediately follows their election. A director-at-large term is two years.

Position Benefits

- Free registration to national conference.
- Travel expenses and accommodations paid for by NCMPR for two annual board meetings held in
 - Spring (national conference): NCMPR pays for three out of six hotel room nights and provides a three-day daily stipend.
 - Summer (annual board meetings): NCMPR covers airfare, ground transportation and four nights of hotel accommodations, plus a four-day daily stipend.
- Direct support from the national office for training and committee management.
- Extensive networking and collaboration with district directors; the executive committee, which includes the president, vice president/president-elect, secretary/treasurer, immediate past president, and past president; and NCMPR's national office staff.
- Opportunity to advance to executive committee upon eligibility and board appointment.

Responsibilities and Leadership Opportunities

- Attend and participate in all board of directors meetings.
- Accept and perform special duties and tasks as assigned by the board to further strategic initiatives.
- Provide support for ongoing initiatives of the board.
- Oversee the national Member Outreach Committee, leading meetings and ensuring NCMPR's strategic initiatives, as set by the board of directors, are prioritized.
- Working with the related staff liaison to achieve the committee's strategic initiatives.

- Other duties based on board needs and the director's abilities, interests and college support.

Position Qualifications

Individuals interested in seeking election as a director-at-large should

- Be a member of NCMPR in good standing for a minimum of two full membership years.
- Receive approval and support of their college CEO to assume the directorship.
- Have a record of attendance at district and/or national conferences.
- Have a record of involvement at the district level.
- Demonstrate dedication to the profession through personal career achievement.
- Have good organizational skills and prior board experience.
- Showcase a willingness to accept the responsibilities of leadership.
- NCMPR district director experience (preferred, but not required).

Position Specifics for Director-at-Large (Member Outreach)

- Assist NCMPR staff in leading NCMPR's annual membership drive, including outreach support to current members, non-renewals, nonmember colleges and CEOs.
- Create and maintain strategies to recognize and support NCMPR members, including member-appreciation opportunities, member profiles and stories, member surveys, and other touch points to maintain regular communication with members.
- Chair the national Member Outreach Committee, comprised of members from each district's executive council.
 - Hold regular meetings and provide tasks for committee members to complete in relation to strategic outreach goals set by the NCMPR board.
- Provide regular updates and reports to the NCMPR board at designated meetings.
- Assist with new member welcome activities.
- Assist NCMPR staff in
 - Keeping NCMPR's membership database up-to-date, including running membership lists and reports; tracking renewals, non-renewals and nonmember colleges; and identifying trends in membership growth or declines.
 - Developing and maintaining a comprehensive membership packet for current and new members, including guidelines for writing for the blog, Counsel, and CC Daily; and webinar presentation opportunities.
 - Developing and maintaining a comprehensive packet of information for volunteers, including various opportunities, roles, and responsibilities.