



**Society for Pediatric Research (SPR)
SPR Director of Membership
Roles & Responsibilities, Selection & Terms Policy**

The purpose of this policy is to define the role and responsibilities of the SPR Director of Membership position.

Role & Responsibilities: The Director of Membership oversees the member nomination and selection process and partners with Council and SPR staff to foster and measure member engagement.

Responsibilities

- Develop a complete understanding of Society vision, mission and strategy; support the President in his/her efforts to generate enthusiasm and support among Council, Members, and Collaborative Partners
- Work closely with SPR staff to lead outreach for Member nominations and candidate review and selection; ensure membership standards are maintained; communicate results regarding new and declined members to all parties requiring notifications
- Work closely with the Strategy & Operations Officer, Council, relevant Committees or similar groups, and SPR staff to strategize and organize member engagement activities, for members across the career spectrum, that advance the SPR vision, mission, and strategy.
- Work closely with the Strategy & Operations Officer and SPR staff on a data-driven, proactive approach to tracking and, where necessary, re-engagement of members to produce long-term commitment and activity through all career stages of membership
- Attend Executive Council and Council meetings, Society events at the PAS Meeting and, as needed, Regional SPR events
- Works closely with the SPR Junior President and President-elect to oversee and promote membership in the SPR Junior Section.
- Ensure a smooth leadership transition to Director of Membership-elect

Term

- One five-year term from June 1 to May 31 as follows: Director of Membership-elect (non-voting, year 1); Director (years 2-5).

Eligibility

- Member in Good Standing upon nomination, at election, and throughout term

Support

- Travel: SPR funds transportation, room, and meals related to Fall Council.
- Operations: Direction and implementation is provided by SPR staff.

Election: The Director of Membership is selected by vote of SPR Members through a duly called and conducted SPR election.

Resignation: The Director of Membership:

- May voluntarily resign at any time by submitting a notice in writing to the Strategy & Operations Officer.
- Who is no longer a Member in Good Standing will be understood to have resigned.
- Who is absent for three or more consecutive Executive Council or Council meetings may be understood to have resigned, unless a notice of extenuating circumstances has been provided to the Society's Executive Director or Senior Association Director. A determination of resignation will be made at the sole discretion of Executive Council and communicated to the office holder.