

TEXTILE SOCIETY *of* AMERICA

Internal Relations Director

Tenure:

The Internal Relations Director is a member of the Board for a four-year term and may be re-elected for another four-year term.

Job Description:

The Internal Relations Director coordinates Membership-related activities with the Board and the TSA National Office. This individual works actively to maintain existing levels of membership and to develop new membership, determining how to attract, expand, retain and strengthen membership. The Internal Relations Director is responsible for website oversight, especially as it relates to a "Members Only" section

Specific Responsibilities:

- Chairs or participates on the Board Membership Committee.
- Prepares periodic reports, including current membership figures (increases/decreases/renewals) to the Board prior to each biannual Board meeting and upon request.
- Oversees gathering and distribution of information on the TSA Website for all information that goes to members, textile-related conferences and symposia, alerts Board members and members-at-large through *Newsletter* and Website, and coordinates the delivery of TSA brochures or flyers to those attending so they can be distributed.
- Works with President to develop fundraising initiatives for members.
- Periodically oversees the development of TSA member surveys to ascertain member needs and interests to further the Society's.