

BTS Membership Facilitator Position on the Executive Committee

Remit:

The Executive Committee (EC) wishes to co-opt a member of the Society to the Executive Committee with the specific role of promoting membership and retention. This will be the **Membership Facilitator**. The successful applicant will be co-opted to this role and sit on the Executive Committee for a 3-year term in the first instance renewable for a second term.

The **Membership Facilitator** will be responsible for establishing a plan to enhance membership of the Society. They will also devise and implement membership development strategies (in collaboration with the Executive Committee), with a focus on attracting new members and retaining current members. They will also work with the Society's secretariat, Executive Business Services (EBS), on a day to day basis with respect to membership.

The **Membership Facilitator** will be responsible for good communication with BTS members with a focus on the benefits of being a member, maintaining membership, and any new initiatives and campaigns with respect to membership and benefits.

In addition the **Membership Facilitator** will be the key contact for prospective and new members, providing them with information of the benefits of membership and welcoming newcomers to the Congress and other meetings.

A budget will be available, if and when required, on production of a business plan to help with this work, approved by the Executive Committee, to be reviewed on an annual basis.

The successful applicant will start in this role from 1 December 2020.

The BTS is committed to diversity, equity, and inclusion.

Job Purpose:

The role of the **Membership Facilitator** will involve:

1. Develop and implement membership recruitment strategies.
2. Welcoming new members to the Society, providing them with a Welcome Pack.
3. Develop and implement membership analysis working with EBS, to ensure regular reporting on the membership flow to the Executive Committee.
4. Work with the EC, to discuss the needs of the Society and report back to the EC on the progress of activities at each meeting (4 per annum).
5. Work with the Education, Training and Career Development subcommittee (ECTD), Network for Early Stage Toxicologists subcommittee (NEST) & Communication Subcommittee (CSC) to update promotional material.

6. Work with the Scientific Subcommittee (SSC) to organise a structured feedback after events on any issues regarding membership.
7. Work with the EC and the subcommittees to identify online and face to face opportunities to engage with stakeholders and promote the Society.
8. Work with the ambassadors to help promote membership at their place of employment, at local events and meetings and to provide objective feedback from these events on any barriers to membership and act on these.
9. Work with other learned Societies to understand their practices in membership recruitment and retention and adopting those that would benefit the Society.
10. Work with the EC and EBS to look at the benefits on offer to non-members attending the Annual Congress and to attract them to join the Society, such as reduced membership fee for one year.

10 October 2020