



Position Identification

Position Title: Membership Director
Elected/Appointed: Appointed
Effective Date: Upon appointment
after completion of annual summit
Term Length: 2 Year

Responsibility of Individual Board Members

- Know the Associations Mission, Vision and Values
- Know the Associations By-Laws
- Participate in Board Meetings
- Participate in Planning Sessions for Summit
- Leverage experience, other associations, networks, and resources to achieve association mission.
- Assist with annual summit and activities.
- Enhancing Associations public image
- Support the interests of the practitioner community while serving on the board.
- Assist with any other duties that enhance the association's mission.

Position Description

The Membership Director shall be responsible for promoting CTA to those persons having executive level authority in Corrections technology, as well as interested IT and other governmental practitioners; providing support and guidance to the board for the successful running of the Association and the Annual Summit, and performing other duties as assigned by the President or the Executive Committee.

Duties and Responsibilities

- Serve as a voting Board member on the Executive Committee.
- Maintain ownership of the CTA Practitioners Listserve, vetting new Listserve members to ensure they are a Governmental Practitioner.
- Coordinate outreach to the practitioner community, as needed.
- Prepare analysis of Annual Summit attendance, tracking trends on which States/Counties are frequently attending, and conversely, which States/Counties are not attending and would be ideal for outreach by the Executive Committee.
- Monitor trends and usage of CTA Practitioner Listserve, which informs the key topics of interest for further attention at the Annual Summit roundtable conversations and workshops.
- Promote the values and ideals of the Association within practitioner community.
- Support the board with the logistics and smooth running of the annual Summit.
- Attend regular board meetings, either in person or remotely.
- Provide network contacts for the pursuit of the endeavors of the Association.

Additional Responsibilities

- Collaborate with the CTA Secretary for the tracking and maintenance of a contact list of State and Local Corrections IT Leadership.
- Foster good relationships with other similar industry associations
- Promote the Association through personal and professional contacts.
- Coordinate any additional Association events, such as webinar, or other outreach.

Member Qualifications
<ul style="list-style-type: none">• Meet the criteria of a Regular Member, as defined within the Corrections Technology Association By-Laws