



North Carolina Association of Blood Bankers

Job Description

Title: Membership Chair/ Social Media

Term: 3 Years
Elected by general membership
Has voting rights
May be re-elected

Job Summary

Membership Responsibilities

1. Verify membership and event registration payments in online payment system or by check through PO Box
2. Work with Treasurer when there are payment issues
3. Keep up-to-date log of paid members including contact information
4. Keep up-to-date spreadsheet of registrants for Annual Meeting and Fall Workshop
5. Maintain active communication via email with database of current and past members to include promotion of Annual Meeting and Fall Workshop

Social Media Responsibilities

1. Promote Annual Meeting and Fall Workshop on various social media accounts
 - a. Current accounts include- Facebook, X, LinkedIn
2. Promote education and awareness surrounding various blood banking topics

General Responsibilities

1. Attend at least two board meetings per year, usually held once per quarter, to provide updates on membership and social media. If unable to attend a board meeting, notify president of any updates that need to be presented to the board.
2. Attend the general business meeting during the Annual Meeting.
3. If unable to perform duties, the membership/ social media chair shall notify the president so that an alternate member may be selected to complete duties.