

Membership & Finance Director

Reports to: President and CEO
Last Revised: October 2008

SUMMARY

Under the direction of the APGA President and CEO, the Membership and Finance Director (MFD) provides the financial recordkeeping, compliance, administrative, and substantive support to the APGA president and CEO, and other senior staff and their committees. Other primary areas include membership, meeting planning, and broad administrative support to the Chief Operating Officers for both the *APGA Research Foundation* (APGA RF) and *APGA Security and Integrity Foundation* (SIF).

PRIMARY RESPONSIBILITIES (General)

1. To serve as the primary financial and administrative support for the APGA President and CEO;
2. Assist senior staff in the meeting planning efforts of conferences, workshops, and educational forums, including budgets;
3. Assist senior staff in the planning, development and distribution of surveys and the analysis of responses;
4. Collaborate with the Staff Executive for Membership Committee on efforts to increase membership;
5. Primary staff member to increase Associate membership and Associate participation in APGA activities, including Directory advertising, as annual sponsors, and as annual meeting exhibitors;
6. Draft newsletter articles;
7. Prepare and draft correspondence;
8. Prepare and draft updates to members;
9. Coordinate and monitor work products to ensure it meets the required standards for written materials both internally and externally; and,
10. Perform other duties needed or assigned by senior staff.

PRIMARY RESPONSIBILITIES (Membership)

1. MemEx.
 - APGA Primary Designee for the association's database— MemEx;
 - Responsible for maintaining and updating all information in MemEx database;
 - Ensure two APGA staff members are fully trained on MemEx; and
 - Coordinate all training and informational sessions between and among AIT and APGA Staff.
2. Dues.
 - Support the Executive VP in coordinating the logistics for sending out membership invoices.
 - Prepare membership invoices for annual dues and elected products and services;
 - Track membership dues received and outstanding; and,
 - Provide weekly updates to APGA staff regarding membership dues.

3. Directory.

- Contact membership via email, fax, and phone to update organizational information; and
- Coordinate the format and layout of the APGA directory with Naylor.

PRIMARY RESPONSIBILITIES (APGA Research Foundation)

1. Create and maintain records for APGA RF Board, committees, and task force meetings, minutes, membership, funding pledges, invoices, payments, taxes, insurance, audits and reimbursable expenses to APGARF Board members;
2. Assist in planning and participate in Board, committee and task force meetings, conferences and conference calls (includes all aspects of meeting and conference planning); and,
3. Collaborate on efforts to increase RF investors and investment.

PRIMARY RESPONSIBILITIES (Marketing)

1. Assist in planning and participate in committee and task force meetings, conferences and conference calls (includes all aspects of meeting and conference planning);
2. Develop marketing communication collateral to promote awareness and increase participation of members and associate members in APGA Conferences, Sponsorship Opportunities, and Non-Dues Revenue Programs.
3. Assist in promoting and organizing entries for the annual Marketing & Sales Award; and,
4. Provide support to non-dues initiatives (for example, in 2007 such efforts include the APGA Calendar, the Natural Gas Marketing Center, Market Metrics, the M&S Conference and Natural Gas College Week).

KNOWLEDGE AND SKILL REQUIREMENTS

1. Identifying and obtaining speakers for APGA conferences and events;
2. Ability to effectively work with and through committees to accomplish APGA projects and goals;
3. Ability to effectively handle numerous issues, committees, tasks and assignments;
4. Ability to produce professional documents with minimal amount of errors; including spelling, punctuation and grammatical errors;
5. Excellent computer skills and knowledge with MS Word, Excel, QuickBooks, Outlook, and other computer programs;
6. Discipline to successfully work without close supervision; and,
7. Other duties assigned as needed.