

Standard Operating Procedures

Position Summary: Recruitment, Engagement, Outreach Councilor

The main duties of the Recruitment, Engagement, Outreach Councilor are to (i) ensure that the Society holds value for all its members (ii) facilitate and coordinate the recruitment, engagement and outreach processes of the Society (iii) develop/update a recruitment, engagement and outreach strategy (iv) review and determine eligibility for membership, when required, and (v) Chair the Membership Working Group (WG).

The Recruitment, Engagement, Outreach Councilor is expected to have a broad professional network in the nutrition and/or implementation science community, and leverage their contacts to drive membership recruitment and engagement. The Recruitment, Engagement, Outreach Councilor may hire an external consultant to develop a membership recruitment and engagement strategy.

The Recruitment, Engagement, Outreach Councilor works closely with the Secretariat. The Secretariat supports the councilor with membership application review, meeting coordination for the Membership WG, developing early drafts for Terms of References, editing and proof reading, layout of recruitment materials, and posting information on the SISN website.

The Recruitment, Engagement, Outreach Councilor works closely with the Chief Information Officer, Communications Team, and Councilor for Conferences and Policy Discussions to leverage events for recruitment, member engagement, and outreach.

The duties of the Recruitment, Engagement, Outreach Councilor are listed here. **The Councilor is expected to provide significant input on duties, in bold, below.** The Recruitment, Engagement, Outreach Councilor is asked to dedicate 3 hours per month on SISN activities.

Overall duties

1. Is familiar with the membership policy and membership application procedures for the Society.

2. **Provides strategic advice and recommendations to the Board** on recruitment, engagement and outreach, in line with the Society's strategic plan.
3. **Chairs the Membership WG**, and with their support **oversees the development** of and **approval of various tools** and materials.
4. **Reviews and signs off on member-only materials** to be posted on the Society's website, blog and social media platforms (dues, fees, description of benefits, reader friendliness of membership application, surveys, webinars etc.).
5. **Reviews communication plan** for eliciting payment of membership dues.
6. Informs the President and/or Secretary/Treasurer, as appropriate, of any issues in a timely fashion.

Meetings and Committees

7. **Chairs the quarterly meeting of the Membership WG.**
8. **Reviews and approves the meeting minutes** of the Membership WG, as drafted by the Secretariat.
9. **Provides the Board with updates on the Membership WG activities and their progress.**
10. Decides what actions from the Membership WG requires Board approval.
11. Reviews the Membership WG terms of reference (ToR) and may propose changes to these.

Finance

12. Approves the budget needed to support recruitment, engagement or outreach.
13. Approves budgeted expenditures < 250 USD, without Treasurer approval.
14. Approves the hiring of consultants, if needed, and reviews and approves their ToR.