**Member Benefits Director**

**Position Summary**

The Member Benefits Director / Benefits Director (BD) is a member of the ATRA Provincial Board of Directors. The BD [2020] shall be responsible for the administration, promotion and development of ATRA’s Member Benefits Program that provide value to members and promote membership growth as laid out in the annual budget and strategic plan.

**Caveat:** This initial version of the 2020 Member Benefits Job Description has been prepared with the implementation of this director position in August 2020. This document is subject to change as required to meet membership needs.

**Term of Office**

This ATRA Board of Director position is nominated and elected from and by ATRA Professional Members. The incumbent of the BOD’s office is elected in the odd numbered calendar years. Each Director is elected for a two-year term on the Board, or until their successors are duly elected and installed. No one who has served two full terms may be re-elected until a one (1) year period has elapsed (ATRA Bylaws).

**Authority and Responsibility**

Following established Committee Terms of Reference, the BD will chair or oversee the work of the Member Benefit Programs listed below. When appropriate, the BD, with the approval of the President, may designate an ATRA member in good standing to act as Chair of the committees that operationalize these programs. All the programs function collaboratively with ATRA’s Treasurer.

1. [Awards Program](https://www.alberta-tr.ca/members-area/awards-program/)
2. [Bursary Programs](https://www.alberta-tr.ca/members-area/member-benefits/atra-bursary-programs/) (Continuing Competence, Entry to Practice, Chapter Workshop and the Darlene Murphy Building Capacity Bursary). These programs function collaboratively with the Competence Director, Education Director and Chapter Officers.
3. [Economic Hardship Fee Waiver Program](https://www.alberta-tr.ca/members-area/member-benefits/economic-hardship-fee-waiver-program/)
4. Promotion of Private TR Practice members; Job Postings
5. Coordination of member volunteer positions to represent ATRA at tradeshows and career fairs, etc.
6. [Vendor Discounts](https://www.alberta-tr.ca/members-area/member-benefits/economic-hardship-fee-waiver-program/)

**Requirements**

**Board Duties**

1. **Correspondence and Documentation:** Support the association and respond to member benefits correspondence in a timely manner.
2. **Confidentiality Agreement:** Signature and uphold.
3. **Email:** Maintain the email account provided to the BD.
4. **Job Description:** In collaboration with the Executive Director ensure the Vice President’s Job Position Description is current and accurately reflect the duties of this position.
5. **Policy & Procedures:** Review and update ATRA Policy and Procedures pertinent to this office on an annual basis. Send changes to the Executive Director.
6. **Website:** provide direction [Executive Director] to update content of ATRA’s website related to Member Benefit Programs.

<https://www.alberta-tr.ca/for-the-public-live-well-and-be-healthy/awards-program/>

<https://www.alberta-tr.ca/members-area/awards-program/>

<https://www.alberta-tr.ca/members-area/member-benefits/>

<https://www.alberta-tr.ca/members-area/member-benefits/economic-hardship-fee-waiver-program/>

<https://www.alberta-tr.ca/members-area/member-benefits/atra-bursary-programs/>

<https://www.alberta-tr.ca/members-area/member-benefits/vendor-discounts/>

1. **PIPA:** Be familiar and support the Association’s compliance with the *Personal Information Protection Act* (PIPA). (Reference ATRA Policy and Procedure Manual / Business / Personal Information Protection).
2. Other duties as assigned by the Board of Directors

**AGM and Symposium**

Contribute to the planning and delivery of the Professional Advancement Session, as required, at the Annual ATRA Symposium.

**Member Benefits Program**

Represent the BOD to function as the primary and official contact that will administer, promote and develop member benefits programs aligned with ATRA’s Strategic Plans and the provincial budget.