State Membership Growth Coordinator

### Job Description

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<th>Position Title</th>
<th>Membership Growth State Coordinator</th>
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<td><strong>Position Concept</strong></td>
<td>The Membership Growth State Coordinator is a voluntary position, responsible for the coordination between the National Headquarters and the State Headquarters on membership growth related matters. Furthermore, He/She should ensure that the set targets are achieved within the given timeframes.</td>
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| **Principal Responsibilities** | 1. Analyze the organization’s current situation in the area of membership.  
2. Formulate growth strategy towards planned membership growth.  
3. Coordinate the implementation of the organization’s growth strategy within the State Headquarters and with National Headquarters.  
4. Conduct regular monitoring and evaluation of the progress on the implementation of growth strategy.  
5. Prepare periodic reports on membership growth and submit to relevant authorities.  
6. Coordinate, communicate with National Headquarters on matters related to Membership growth.  
7. Attend necessary trainings, development activities that would be helpful in efficient undertakings of the role.  
8. Represent the state in relevant activities, if invited. |
| **Term of appointment** | Three Years, Renewable |
| **Reports To** | National Coordinator through State Secretary |
| **Personal Profile** | 1. Preferably a graduate  
2. Able to communicate in English, orally and written form  
3. Have basic knowledge in Computer skills  
4. Ability of data analysis of reports  
5. Ability to develop and implement project proposals and preparation of reports  
6. An active member of State Association  
7. Possess good relationship and communication skills  
8. Experience in Scouting/Guiding is preferable  
9. It will be good if full time professional may be appointed |