



AWTE Board Positions

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| About the AWTE | <p>Stay Connected, Stay Ahead with the AWTE</p> <p>Our vision as an organisation is to support and inspire people to learn, grow and thrive in the travel and hospitality industries.</p> <p>Our mission is to provide a creative, innovative, and safe space for the support and personal development of our members. Whilst shaping a more inclusive and equal industry.</p> <p>We aim to:</p> <p style="text-align: center;">Develop, Inspire, Support, Collaborate, with an Open mind.</p> |
| Role on the Board | Memberships Director |
| Location: | Remote |
| Role Overview | <p>The Membership Director/s are to encourage new member subscriptions for the Association, respond to all enquiries about membership, process all new applications and maintain the Association's membership records.</p> |
| Responsibilities: | <p>Key Responsibilities will include.</p> <ul style="list-style-type: none">• The Membership director will follow up on any leads delivered by other board members as well as generating their own leads for new members.• Potential new members are directed to the website to complete a membership form. This in turn triggers a process of issuing an invoice based on membership requirements.• New members can then activate their member login in – which requires activation from the Marketing Director for validation. Once validated an automated email is sent to the member so that they can log into the members area and update their profile. |



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| | <ul style="list-style-type: none"> • The Membership Director will actively encourage non-members to join at any events and keep the board up to date with their initiatives to get new members. • Any attendees to our events will be contacted with membership details post event, as part of the membership drive • Direct liaison with the marketing /communications directors to inform them of new members, but also give updates to encourage members through our various communications platforms. • Liaise with the financial director for any members that have paid. • Membership Director will also chase outstanding renewals in line with the outstanding debtors report from the Finance director. |
| <p>Additional Responsibilities</p> | <p>Other responsibilities may include:</p> <ul style="list-style-type: none"> • Covering for other members of the Board when on annual leave or overseas at conference • Working closely with the events team in the run up to the Annual Christmas Lunch and Awards • Contributing content for the monthly newsletter supporting the Communication Director |
| <p>Role Expectations</p> | <ul style="list-style-type: none"> • You need to be able to dedicate time in the working week to be able to support the AWTE. • Need to be available to attend monthly remote Board meetings. • Need to submit a Board report each month in advance of the Board Meeting • Need to be able to attend AWTE events where possible |
| <p>Reward & Benefits</p> | <p>This role is a voluntary role.</p> <p>Benefits</p> <ul style="list-style-type: none"> • An opportunity: <ul style="list-style-type: none"> ○ to enhance your Personal Development ○ Grow personal and professional network. ○ to raise your personal profile <p>Reward</p> <ul style="list-style-type: none"> • As a token of thanks for the time invested, we will offer a complimentary place to the Annual Christmas Lunch and Awards in London. If you are not based in London the AWTE will cover your travel expenses too. |

The above list is not exclusive or exhaustive and you will be required to undertake such tasks as may be reasonably be expected within the scope of the position.

The Candidate



Specific **skills, experience, and qualities** the AWTE is looking for from the ideal candidate:

- Must have been a member of the AWTE for 12 months.
- A determined individual who possesses patience and a good sense of humour
- Passionate about the AWTE mission and values
- Experience in the travel industry is an advantage.
- A strong leader, with excellent people skills
- The ability to work to deadlines and targets.
- An ability to work collaboratively with the wider Board.
- Good organisation and administration skills
- Excellent communication skills