



**Canadian Association for Medical Education
CAME Executive – Membership Coordinator: Duties and Responsibilities**

The CAME Membership Coordinator serves as an Officer with voting privileges on the CAME Executive and is elected for a two (2) year term and shall be eligible for reelection for one (1) additional term of two (2) years and as such, carries out the responsibilities of a member of the CAME Executive as outlined in the CAME By-Laws.

The CAME Membership Coordinator participates in monthly teleconferences of the CAME Executive and also participates and/or attends meetings of the CAME Board of Directors. The CAME Executive meets by teleconference monthly; a face-to-face meeting is held annually at the Annual General Meeting in May.

The Membership Coordinator provides leadership to the CAME Executive in achieving the organization's membership growth by:

- ensuring that CAME continues to offer value-added member benefits;
- providing guidance on attracting new members to the organization
 - developing strategies to ensure member retention
 - ensuring that we continue to meet our member needs
 - providing guidance on member fees