

POLICY/PROCEDURE NUMBER:

D – 1.2

DATE: November 16, 1992	SUBJECT:
ISSUE: Membership Committee	Job Description
REVIEWED: February 2022	PAGES: Page 1 of 1

1. **Position:**
 - 1.1 To promote the continuation of membership as well as seek prospective members to the Society, and to manage the awards process for the Society.

2. **Responsibilities:**
 - 2.1 Responsible to the CHES Board of Directors through the Secretary as Executive Liaison.

3. **Summary of Duties:**
 - 3.1 Promote membership of the Society among individuals and/or groups who may be eligible for membership.

 - 3.2 Follow-up with all delinquent members with the aim of reinstating and maintaining that member.

 - 3.3 Co-ordinate all activities regarding membership lists and membership status with the National Office.

 - 3.4 Review all prospective memberships and recommend membership type and eligibility as required to the CHES Board of Directors for approval.

 - 3.5 Be responsible for membership promotional material to be approved by the CHES Board of Directors for printing.

 - 3.6 Distribute promotional materials to prospective members regarding matters of membership.

 - 3.7 Prepare and distribute promotional material to Chapter Chair and membership committee members at the chapter level.

 - 3.8 Develop the awards selection teams and select the preferred candidates for recommendation of awards to the CHES Board of Directors

 - 3.9 Prepare a report on activities for each CHES Board of Directors member.

 - 3.10 Prepare and submit an annual budget to the Treasurer.

 - 3.11 Perform other duties as required for the betterment of the Society.

Approved by: _____
President

Date: _____