

DATE: <b>December 1, 1992</b>	SUBJECT:
ISSUE: <b>Chapters</b>	<b>Job Description - Chapter Membership Director</b>
REVIEWED: <b>June 2020</b>	PAGES: <b>1 of 1</b>

1.   **Position:**

To promote the continuation of Chapter membership as well as seek prospective members to the Society.

2.   **Responsibilities:**

Responsible to the Chapter Executive Committee.

3.   **Summary of Details:**

3.1   Promote membership of the Chapter 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 Treasurer.

3.4   Prepare a prospective list of new members in concert with Chapter Executives.

3.5   Be responsible for membership promotional material to be approved by Executive Committee for printing.

3.6   Correspond and mail promotional material to prospective members regarding matters of membership.

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

3.8   Prepare a report on activities for each executive Committee meeting.

3.9   Prepare and submit an annual budget to the Treasurer.

3.10   Present new members with Membership Certificates.

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

Approved by: \_\_\_\_\_  
                           President

Date: \_\_\_\_\_