

DIRECTOR OF MEMBERSHIP

OBJECTIVE

To entice new members to Chapter as well as retaining current membership, while working with National AGA

DUTIES

The primary duty of the Director of Membership is to develop and execute a Membership plan. Duties include:

- Developing a Membership plan to entice new members, while keeping current membership through events and communication
- Submitting Membership Plan to National with the assistance of the CEC Board
- Reviewing National Chapter Recognition Points Plan to maximize number of points
- Review National manual and website to keep up to date with ideas
- Distributing Membership applications
- Directing potential members to online information through outreach
- Recommending initiatives to increase membership
- Conducting periodic membership surveys
- Contacting new members via email welcoming them to the Chapter; suggest submitting a bio to the newsletter with assistance from Communications Director
- Managing the membership database; supplying Communications Director with new names to post in all communications (newsletter, website and/or email)
- Contacting suspended members to encourage them to pay dues
- Provide membership totals frequently to Directors of Education, Early Careers and Programs & Technical Meetings
- Man a table at the monthly Chapter meetings to entice new members; available to answer any Chapter related questions
- Supply membership totals and events to CEC at year end for submission in Chapter History report