

## **SAMPLE BOARD DESCRIPTIONS**

Position: **Membership Chair**

### **Description:**

Plan and implement membership promotion and retention programs.

Gather, record, analyze, and retain membership statistics for your chapter.

Develop and maintain liaisons with membership chairs at the district and region levels and with membership chairs from other chapters.

### **Responsibilities:**

**Chair membership committee meetings:** Conducting an efficient and productive meeting takes good planning. You should be well and organized and should approach the meeting with specific goals. We recommend that a secretary be appointed to record the meeting minutes, allowing you to concentrate fully on chairing the meeting.

**Determine the chapter's membership promotion and retention needs:** The membership committee should consider the chapter's goals, objectives, and strategies when determining these needs and developing membership programs.

**Develop a budget for membership activities:** Once needs have been established and activities planned, a budget should be prepared for the upcoming year.

**Plan an annual membership calendar:** The next step is to draw up an activities calendar that will help keep your committee on schedule, as well as provide a measure for accomplishment. This calendar should include planned promotions, retention activities, meetings, and statistics. The calendar can also be an agenda item for the membership committee.

**Maintain chapter membership statistics:** A primary duty of the membership chair is establishing a system for maintaining membership statistics from ACC Headquarters, including a total count by membership category. As membership chair, you should receive and maintain a monthly count of your chapter's membership statistics. Constructing a chart will aid you when preparing reports and budgets. By keeping a running total, you will have current and comparative figures that will be helpful when you are monitoring the results of membership activities.

**Establish liaison with other membership chairs:** Clear and open communication with the district and regional membership chairs will keep all informed about chapter objectives, in addition to providing them with items of interest. The chapter membership chairman must be an available resource for other officers. The liaison established by membership chairs at all levels of the association provides a strong network to enhance communication and support membership growth.

**Establish and maintain liaison with ACC Headquarters:** A major function of ACC's membership and chapter relations departments is to provide support to chapters. These departments can provide statistics, ideas, information, and promotional materials to use in planning and implementing membership activities.

Membership chairs should keep this department informed about membership activities in their areas. This exchange will further strengthen our mutual responsibilities in membership development.

(Sample Courtesy of American Physical Therapy Association-APTA)