**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Membership Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The Membership Chair is responsible for monitoring and growing the Chapter membership. This is done by not only the technical tasks of the position but just as importantly, by developing a welcoming atmosphere for members and guest.

Three of the top key elements for the success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions.
  + Contribute significant voluntary time and effort to make the Chapter successful.
  + Act as a steward of the Chapter’s finances, committing resources with purpose and judgement.

Some of the technical tasks the Membership Chair performs are:

1. Attend Society Level Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended.
2. Developing strategies to increase membership by 2% per year and retain 90% of existing members.
3. Send out a meeting reminder of the upcoming monthly general meeting to all members and guests indicating the date, time, location, cost, speaker, and topic information, etc. at least two weeks prior to the meeting.
4. Send out a reminder to all members and guests of the Professional Development meetings hosted by the Professional Development Chair indicating the date, time, and location.
5. Deliver the membership “appeal” at the monthly meeting including at least one benefit of membership.
6. Encourage guests to come by informing them that they do not need to be a member to attend.
7. Collect the sign in sheets for members and guests to update the monthly membership report.
8. Perform periodic surveys to discover what members and guest like or want from the Chapter.
9. Submit information to the Newsletter Chair regarding membership.
10. Submit monthly membership report to the Web Chair for uploading to the Chapter website.
11. Periodically visit the Chapter website to ensure the membership information is correct and complete.
12. If unable to attend either the general or Executive Committee meeting provide the current information to someone who will be in attendance to share the information or perform the duties of the Membership Chair
13. Maintain the Chapter scrolling Power Point that runs during registration at the monthly general meeting.

**Procedures:**

The Membership Chair will participate in the monthly General and Executive Committee meetings. The specific activities at each meeting will be as described below.

**Monthly General Meeting:**

1. Send a reminder email out about one week prior to the monthly meeting~~.~~
2. Arrive at Hodel’s Restaurant about 6:30 am for set up of the meeting.
3. Should bring a laptop computer, projector, speakers, and laser pointer for the presentation of the meeting.
4. Bring about 80 copies of the meeting receipts for the sign in tables.
5. Bring about 135 copies of the Monthly membership report and place them on the tables for the attendees.
6. Bring support materials (copy Professional Safety journal, Membership applications, etc.) to show and discuss during the Chapter Membership report during the beginning of the meeting.
7. Print and bring sign in sheets for members, student members and guests.
8. Collect sign in sheets for both members and guests at the end of the meeting to update the Membership report for the next month.

**Monthly Executive Committee Meeting:**

1. Attend the monthly Executive Committee meeting to share the draft membership report and solicit new leads for potential guests and members.
2. Take note of the upcoming Programs, Professional Development and other activities that may be of benefit in the activities of the Membership Chair duties.

**General Duties:**

1. Review on-line roster twice per month to identify new, upcoming renewals, and missing members.
2. Send a welcome email to new members of the Chapter with notice of a free breakfast at the next monthly meeting.
3. Send a thank you email to those who sponsor new members.
4. Maintain Chapter Member and Guest email list.
5. Connect with Society two times per year to establish membership promotional codes and campaign for March (Symposium) and October (Bring a Guest) – email to Susan Clark
6. Update the Chapter scrolling power point as needed for the monthly meeting.
7. Coordinate New Member Social events 2-3 times per year.

**Resources:**

Chapter Membership Roster

Chapter Membership Report template

Society Staff & Website

Copies of Professional Safety Journal

**Continuous Improvement:**

This document will be updated annually by the Membership Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.