MEMBERSHIP COMMITTEE (CHAPTER ADMINISTRATOR)

OBJECTIVES
To promote the interest of prospective members in the chapter and to maintain interest of existing members.

STRUCTURE
The committee shall be appointed by the chapter president.

RESPONSIBILITIES
1. After reviewing the previous administration's actions, develop a membership recruitment and retention plan for the year. Set goals for both new members and retention of existing members.
2. Survey the geographic area for organizations not represented in the chapter and whose size suggests potential members. Implement a recruitment plan.
3. Make frequent inquiry of present members concerning prospective members. Continually remind members of the benefits of membership and the benefits derived from the recruitment of new members.
4. Invite all prospective members to chapter meetings and invite them to join.
5. Include both members and non-members on all chapter communications.
6. Serve as the chapter administrator. Download current membership data any time there is a need to communicate with all chapter members. For access to this restricted area of the Leaders Support Web page, a leader must sign a letter of agreement and gain an understanding of The IIA's Privacy Policy. More details, the Letter of Agreement, and Privacy Policy are available on the Leader Support Web pages.
7. Review drop/arrears listings.
8. Verify that all chapter officers, committee chairs and governors are current IIA members.
9. Contact all members who resign or don't renew membership.
10. Follow-up to determine their reason for not renewing and encourage them to rejoin.
11. Seek advice and assistance from membership development at IIA Global Headquarters, and participate in HQ-based recruitment campaigns.
12. Follow up on prospective and pending members to secure completed applications.
13. When current members transfer or leave their organization, try to secure replacements from the same organization.
14. See that each new member is recognized through the chapter newsletter or Web site, at a chapter event, or by personal or written contact.
15. Work with the appropriate person to maintain the members-only portion of the chapter Web site.
16. Maintain a file of pertinent records and correspondence, passing it on to successor at the conclusion of the chapter year.

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