

## Director of Membership Duties

The responsibilities of the Director of Membership are;

1. To promote, recruit and help to retain chapter membership.
2. Maintain membership listing and information. Create and distribute membership packets including membership certificate and pin. All renewing members should receive a membership certificate and any new information regarding the chapter each year.
3. Maintain statistics on growth of chapter
  - a. # of members per month & year
  - b. # of certifications by type
  - c. # of National Members
  - d. Other as needed
4. Update Return on Investment numbers for website when any fees change
5. Bring brochures to all Chapter meetings, half-day seminars, Statewide conferences, National conferences, etc.
6. Create guest packets to distribute to guests attending our chapter meetings. Make sure to introduce yourself. Follow-up after the chapter meeting with a thank you email and ask if they need any information regarding membership.
7. Spearhead a membership drive beginning in August for the following September through October membership year.
8. Send thank you email or letter to member's employer for allowing them to join
9. Send birthday email card (can create your own – stay away from attachments)
10. Send Xmas email card or any other occasion you see fit (can create your own – stay away from attachments).
11. The President will forward monthly the listing of new members of National APA in the Nashville area. Compare this list to our membership and if they are not a current member, send an email telling them about the chapter, when we meet, etc.
12. Implement any membership incentive practices for the current year i.e. voucher for referrals, joining national, passing certification exam.
13. Work with the Chapter Communication Coordinator to maintain the membership page of the website keeping all membership information current. Communicate all changes and update to the Chapter Communication Coordinator in a timely manner.
14. Assisting with the Chapter of the Year entry to National. This involves answering questions related to Chapter business etc.
15. Attend Chapter officers meeting the first Thursday of each month (has one vote on any chapter business)
16. Send e-mail to Director of Events and Chapter Communication Coordinator the birthdays for the month.
17. At monthly meeting give an update on membership.