|  |  |
| --- | --- |
| *Policy Number:* | 1.1.\_\_ |
| *Category:* | Local Chapters – General |
| *Subject:* | San Diego/Imperial County APIC – Membership Chair Board Position |

**Purpose:**

Defines the duties of the SD/IC APIC Membership Chair Board position

**Scope:**

Applies to this chapter only.

**Policy:**

This position reports to President and other board members.

Term of Office: 1 Year(s) – Elected by membership.

The Membership Chair is responsible for:

1. Promoting and maintaining growth of the chapter through membership promotion and retention campaigns

2. Determining member eligibility requirements

3. Determining categories of membership dues and assessments

4. Assisting in the development of programs intended to affect the character or size of the membership of the chapter

5. Having membership brochures/application forms available at all regular meetings

Potential Responsibilities by timeframe:

Daily:

* None

Weekly:

* None

Monthly:

* Review chapter membership roster for accuracy through APIC.org. Report inconsistencies and any changes to name/address of members immediately to the Senior Coordinator, Membership & Customer Service.
* Report membership count and any membership promotion or retention efforts to chapter meeting
* Reach out to APIC members in the county without an APIC chapter membership using APIC.org membership reports

Yearly:

* Assist chapter in activities that may promote or retain membership

Templates and related documents:

|  |  |
| --- | --- |
| *Approval Date:* | 10/6/17 |
| *Reviewed & Revised:*  | 10/6/17 |
| *Review Responsibility:* | SD/IC APIC Chapter Board of Directors  |
| *Next Review Due:* | 10/6/18 |