

Job Description: MEMBERSHIP COMMITTEE CHAIR

Original Adoption/Approval: UNKNOWN

Revised: 11-1-2018

Reports to: Board of Directors

Term: 3-year term, with no more than two consecutive terms, Term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 3 years later.

Elected/Appointed: Appointed by the Board of Directors

Position: The Chair of the Membership Committee is not a member of the Board of Directors but shall be entitled to attend meetings of the Board and to speak and debate.

Specific Responsibilities:

1. Coordinate all membership recruitment and retention efforts
2. Serve as Chair of the Membership Committee and identify prospective members to serve on the Committee consistent with established policies and procedures to serve as leaders of Membership Areas as follows:
 - a. Responsible for the Academy's display booth and mentor social at APTA meetings (CSM, possibly NSC)
 - b. Welcome new and renewing members, make contact with outgoing or lapsed members, and encourage participation
 - c. Annual awards
 - d. Maintain list of volunteers
3. Identify opportunities that meet practitioner needs for growth (e.g., networking, mentorship) and leadership (e.g., help identify future leaders and get them involved)
4. Contact all new and renewing members to determine their specialty area of practice and forward that information to the subcommittee Practice Chairs or SIG.
5. Develop a Membership Plan to foster the growth of the Academy's membership
6. Represent the Academy through engagement
 - a. submit Consent Agenda reports for monthly conference calls
 - b. submit written reports at CSM annual business meeting
 - c. contribute to the Academy publications as appropriate
 - d. contribute to the Academy's annual budget review
 - e. answer occasional member questions
 - f. actively participate in the Academy's strategic planning process.

Meetings to Attend:

- Monthly Board of Directors conference calls as requested by the Board
- One in-person Board of Directors meeting at CSM

- Combined Sections Meeting
- Academy Business Meeting at CSM
- APTA's Membership Chair Meeting for new Membership Chairs or those entering a second term