



MEMBERSHIP COMMITTEE

COMMITTEE COMPOSITION:

- A. State Chair (appointed by the Chapter Executive Committee).
- B. District Chair (appointed by the District Executive Committee).
- C. Liaison from the Executive Committee.
- D. At the discretion of the Committee Chair additional members may be appointed to the Committee.

The mission of the committee includes the recruitment of new and lapsed members and the retention of existing members.

DUTIES AND RESPONSIBILITIES STATE CHAIR:

- A. Attend the Board of Director, Membership, and Membership Committee meetings.
- B. Call meetings of the committee and keep committee informed about component activities.
- C. Submit report for each Board of Director meeting and an annual report to the Chapter.
- D. Prepare an annual budget.
- E. Assist in Strategic Planning process and update assigned tasks throughout the year, i.e. contacting current, new, and lapsed members.
- F. Confer with successor regarding outline of routine duties and transfer of files.
- G. Maintain membership statistics and determine membership needs.
- H. When Budget permits, attend events for Membership Components at Combined Section Meeting and APTA Annual Conference for purpose of networking with peers.
- I. Serve as liaison to APTA headquarters' staff, district chairs and other members of the committee.
- J. Develop and implement programs and services to fulfill the mission, subject to the approval of the Chapter Board of Directors.

Effective Date: November 17, 2003

Revision: April 16, 2017

- K. Identify target groups to initiate at least one membership drive per year to recruit, retain, or engage members.
- L. Obtain Associational membership materials that are available at no cost and make those available at no cost and make those available to non-members and members.
- M. Remain well informed as to the demographics of the state's physical therapy professionals.
- N. Be familiar with and utilize the Membership Chair Community at <http://communities.apta.org>
- O. Read and disseminate On Target e-newsletter to Membership Development Committee members.
- P. Assist Chapter in incorporating membership recruitment and retention messages, look, and tone in print and on website.