**GUIDELINES FOR MEMBERSHIP CHAIR**

The membership chair is elected from the REC for a one-year term, but may serve multiple terms. The primary responsibilities of the Membership Chair are to keep a database of current members, including Life Members; encourage/obtain membership renewals; work with the State Reps to recruit new members; and provide the *Journal* editor and the Nominating Committee Chair an updated membership list as needed.

AS NEEDED

Communicate with the State Reps.

Answer membership questions and correspondence.

Coordinate membership needs with Conference Chairs.

ON-GOING

Record new and renewal membership data and maintain database. **Note: Mailed membership applications are mailed directly to the Membership Chair with membership checks mailed directly to the Treasurer.**

Send acknowledgment of membership.

Verify membership dues with Treasurer monthly or bimonthly.

Maintain list of Life Members. For each new Life Member, issue a

membership number and a membership card/certificate.

JANUARY

Email renewal letters and applications to membership.

Review conference needs for membership.

In conjunction with the conference planners, verify membership status of presenters.

FEBRUARY

Prior to the conference, send State Reps a current listing of their state members.

Have membership database up to date.

Prepare for the conference:

1. Annual report.

2. State membership lists.

3. Full membership list in alphabetical order.

a. Voting Table.

b. Membership Table.

c. Chair.

4. Membership applications for membership payments at conference.

MARCH

Conclude conference data entry.

Send State Reps a post-conference report.

If applicable, transfer membership chair materials and duties.

If new Membership Chair, update membership chair information with correct name and

address on tycase website, Eventbrite, and any digital/paper materials/brochures.

APRIL

Send membership labels to *Journal* Editor in late March or early April.

Email/Mail renewal letters and applications to membership.

MAY- AUGUST

Continue entries of new membership data and maintenance of database.

**IMPORTANT REMINDER: When setting up your membership data for the new year, remember to list the Life Members first.**

SEPTEMBER

Order paper supplies and purchase postage as needed.

Email/Mail renewal letters and applications to membership at mid-month.

Prior to the Fall REC meeting, conduct State Rep meeting.

1. Provide state membership lists.

2. Discuss membership goals for individual states.

3. Discuss regional membership concerns and strategies.

4. Provide sample ideas and suggestions for new state reps.

5. Create membership drive calendar.

Attend Fall REC meeting. Give Fall report to the REC.

OCTOBER

October 1 is the deadline for current year membership. Membership dues

received after October 1 are credited to the next calendar year’s membership.

Begin membership campaign.

Assist State Reps as needed.

NOVEMBER

Send membership labels to *Journal* Editor in late October or early November.

Send state reports to State Reps at the beginning of the month.

DECEMBER

Send state reports to State Reps at the beginning of the month.

Updated May 2022 by

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