

ArSHA Membership Chair

DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP CHAIR

ArSHA By-Laws

Article V Section 3 Duties:

“F. The Membership Chair shall:

- i. Keep an up-to-date record of the membership of the Association.**
- ii. Keep an official copy of the By-Laws of the Association together with any subsequent amendments.**
- iii. Serve on any special committee or task force concerning the by-laws.**
- iii. Perform other such duties as may be assigned to him/her by action of the Association or the Executive Board.**
- iv. Attend Executive Board meetings.**

Article V Section 4 Terms of Office:

A. Terms shall commence on the first of July following the election of the officer.

D. The Membership Chair shall be elected to a term of two years.”

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE MEMBERSHIP CHAIR MAY BE CALLED UPON TO MANAGE:

- **Respond to phone calls and emails from interested members and current members regarding membership**
- **Contact previous members to renew their membership**
- **Connect interested members to committee chair person of preferred committee**
- **Generate ideas to increase membership in the association**
- **Coordinate and meet with NSSLHA and NAFDA chapters at any college or university in the state of Arizona**
- **Attend annual convention and prepare poster on benefits of being a member**
- **Update executive board on ongoing membership tasks**
- **Submit membership letter and applications to universities, school districts, hospitals, and other service agencies**
- **Work with webmaster to update and maintain membership data base**
- **Update and maintain membership directory**
- **Send mailing list to paid subscribers**

Approximate commitment of term: 1-2 hours per week (3-4 hours per week during the membership drive period: Oct-Jan) 3 hours every other month for EB meetings

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