

Committee Chair
MEMBERSHIP COMMITTEE
Job Description

Position:	Membership Committee	
Purpose:	Recruit eligible individuals as members of ALA and Knoxville Chapter. Provide an orientation and mentoring process for new members and retain existing members, promoting the benefits of ALA	
Committee Size:	Chair plus 2-3 additional members	
Term of Service:	1 Chapter Year (April 1 – March 31)	
Oversight by:	Board of Directors	
Records Retention:	<u>Item:</u>	<u>Retention Period:</u>
	Orientation Packets	7 years
	Current Reports at Chapter Year End	7 years
Duties of the Committee:	<ul style="list-style-type: none"> • Contact law firms who have office managers or administrators to determine prospects for chapter year. Maintain a file of non-member firms and prospects to be used by committee and chapter when inviting guests to meetings and social events. • Maintain a file of current information orientation packets containing chapter membership applications and International applications for prospects • Mail or personally deliver membership information packets including our chapter brochure to individuals interested in joining the association. Committee Chair is the point of contact for the prospect/new member should there be any questions • Assign prospects to committee members for monthly follow up with email, personal phone calls to chapter meetings and socials • Work closely with chapter President to formally welcome, introduce new chapter members to others • Send request to Region 2 Director to send welcome letter to new members • Conduct annual membership renewal campaign by following up on any un-renewed chapter member and confirm with HQ. Ensure that all chapter members are members of ALA International • Send questionnaire survey to chapter members who do not renew chapter membership. • Conduct annual new member campaign, either in support of international headquarters programs or at least at the chapter level if none is offered from HQ. • Receive quarterly chapter roster report of active members and ALA Chapter Growth reports and communicate results to chapter president and new member committee members. • Coordinate website photos and firm information of any new members to web site committee chair for insertion in local website. • Prepare New Member Recruitment Award Submission for International Competition if requested by Chapter President in accordance with the President’s annual deadline. 	