

Richmond Chapter ISCEBS

Board Position Overview

MEMBERSHIP CHAIR

- Responsible for recruiting new members and retaining existing members.
1. Plan a major recruiting effort to coordinate with the Annual Membership Challenge.
  2. Check “Members on the Move” which records individuals who may have moved into our area. Personal contact should be made with those who are likely candidates for local chapter membership.
  3. Society membership renewals are mailed to the chapter in October. Non-renewals should be contacted as quickly as possible in order to retain them as members.
  4. Help clean up the mailing list.
  5. Order and maintain application forms and educational materials.
  6. Write quarterly Membership Update for chapter newsletter.
  7. Attend monthly board meetings.
  8. In conjunction with the board, establish the educational activities for the year.
  9. Other duties as assigned.