

Section 2. Chair of the Membership Committee

General Responsibilities:

He or she shall:

- ◆ Hold an annual membership drive to increase NDAPA's membership.
- ◆ Recruit and retain new members for NDAPA.
- ◆ Develop plans to increase NDAPA membership.
- ◆ With assistance of Executive Secretary, send applications for membership to all eligible physician assistants and students.
- ◆ Coordinate the development and publication of the annual membership directory and distribute to all members of NDAPA.
- ◆ Act as ombudsman for members.
- ◆ Submit written membership reports at least two weeks prior to each Board of Directors meeting.
- ◆ Keep an accurate roster of membership. This record should include the contact name, company name, address, telephone number, fax number, and an e-mail address.
- ◆ Coordinate the maintenance of the NDAPA membership database.
- ◆ Make policy recommendations to the Board of Directors when appropriate.
- ◆ Update the membership brochure, with board approval, or create one if it does not already exist.
- ◆ Submit at least two articles (e.g., promoting membership benefits and volunteer opportunities or a summary of committee activities) for NDAPA's newsletter, *The Review*.

Committee Responsibilities:

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.

- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

He or she shall:

- ◆ Attend and facilitate all committee meetings.
- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position requires approximately 6-10 hours a month, with an increase during times of dues renewal and membership drives. Skills/experience needed to successfully serve in this position include the following:

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| ◆ <i>Interest in membership</i> | ◆ <i>Leadership Skills</i> |
| ◆ <i>Prior committee member experience (recommended)</i> | ◆ <i>Administrative Skills</i> |
| ◆ <i>Communication Skills</i> | ◆ <i>Delegation Skills</i> |