



MN Chapter of NIGP Job Descriptions

Membership Committee Chair

Responsibilities:

The Membership Committee Chair is responsible for developing and maintaining a current roster of all members of the Chapter, including name, government unit, address and telephone number of each, as well as their affiliation with National. In addition, the Membership Committee is charged with the duties of developing programs designed to maintain members and recruit new members.

Term:

Two years.

Job Duties:

The Membership Committee Chair is responsible for maintaining information on its membership, and providing membership information to the Board and National. Duties include:

- Maintains a current list of members, certifications, date of receipt of certification and expiration, job position, governmental agency, address, phone numbers, national and chapter member designation, date of original membership year
- Develops new or edits old Membership Application as directed by the Board for current year
- Publishes Membership Application
- Sends out periodic reminders to renew memberships
- Works with Treasurer continuously to compare membership list against memberships paid for accuracy
- Provides report to the Board and Chapter each month regarding current membership
- Contacts and send Chapter information to potential members
- Contacts non-renewing members as a reminder, or to find out why they didn't renew when possible
- Files Year End Membership Report to National as required