

**Membership Chair Job Description**  
**Gateway Arch East Music Teachers Association**  
**Submitted 9-22-2019 by Deborah Meier**

- The person in this position must maintain an active status throughout his or her term.
- Keep a current membership list and take attendance at meetings.
- Create a waiting list of prospective members suggested by current members.
- Contact and follow up prospect leads by phone, letter, e-mail and/or personal contact. You may find it cost-effective and time-saving to create an introductory letter.
- Respond to inquiries regarding membership.
- Set guidelines for retention efforts by encouraging members to maintain their own membership.
- Contact members whose dues have lapsed. Some may have simply forgotten. If not... Find out why they did not renew. Attempt to resolve any problems or difficulties. Encourage them to reinstate.
- Encourage former members to rejoin.
- Send acknowledgements thanking those who renew in a timely manner. As membership chair, you know that retaining current members is as important as recruiting new members. Encouraging members to get involved is the key to successful membership development.
- Convey the concept that everyone is important to the success of your chapter. Each member plays a vital role in membership development.
- Maintain personal contact with chapter members, giving particular attention to those who, due to illness or lack of transportation, are unable to attend chapter meetings.
- Keep members informed through the chapter newsletter. Newsletters are an important communication tool as well as a member benefit. Chapter newsletter editors can occasionally feature chapter members, citing their efforts and involvement in chapter recruiting and community activities.
- Work with other chapter officers to ensure that chapter activities and programs are informative and varied to include programs of interest to all members.
- Engage chapter members in recruitment plans and foster greater involvement.
- Set specific chapter goals for membership development.
  - Examples:
    - Each member pledges to recruit a new member within a given time frame.
    - Members agree to bring a potential member to every chapter meeting.
    - The chapter offers incentives in the form of prizes or monetary awards to encourage all members to participate in membership-development activities.
- Publicize chapter meetings, noting speakers, topics, and the meeting place and time. Community calendars, local bulletin boards, newspapers and flyers are all good communication tools. The Chair keeps everyone informed and energized.
- Send a welcome letter to new members in a timely manner.
- Create a "Welcome Package" and give to new members.
- Create awareness among collegiate students. Mentor collegiate students; hold a program for collegiate students. Invite students to meetings, provide lunch.