



Indiana
Chapter

JOB DESCRIPTION DIRECTOR OF MEMBERSHIP

Member of the Board

As a member of the Board, the Director of Membership is expected to attend regular and special Board meetings.

Responsibilities of the Director of Membership

1. Maintains the Chapter Membership List and provides copies to the members as needed.
2. Periodically reviews and verifies the Chapter membership list with ALA International's records to insure both sets of records match.
3. Advises the Board of new member and current member changes.
4. Sends annual dues statements to Chapter members and new prospective members.
5. Forwards member dues to the Treasurer annually and processes membership applications.
6. Responds to new inquiries about membership within the Chapter by providing prospective new members with an invitation to join our chapter, information about and benefits of our Chapter.
7. Provides new INALA members a login and password for the 'Members Only' area of the website.
8. Annually updates all membership literature for the website (New Member Welcome Packet and Chapter Brochure) and works with Director of Communications to upload documents to the Chapter's website.
9. Adds all new members to the website and suspends those who chose not to renew.
10. Responsible for developing, implementing and monitoring the Connection Team program.
11. Plans social functions or ice breakers to enhance new member connection to the existing membership.
12. Surveys the membership regarding member needs on an annual basis or as needed.
13. Implements recruitment campaigns to increase chapter members as needed.
14. Recognizes new members and member accomplishments during monthly luncheons and/or through the chapter newsletter.
15. Promotes the CLM certification, recognizing those members with this designation and provides information to those members that are interested in attaining this designation.

Vice Chair

If there is a Vice Chair of Membership, the Vice Chair's role is to support and provide assistance to the Director of Membership in whatever capacity is requested.