



## **MEMBERSHIP COMMITTEE – Roles & Responsibilities**

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The Membership Committee shall be responsible for all recruiting and orientation for new members of IABC/Pittsburgh, and shall monitor the record of all names and addresses of members as coordinated by IABC headquarters. The Membership Committee will be charged with creating and managing a new member recruitment plan, including follow through with prospects, growth and upkeep of prospect list. The Committee will also create and manage a member retention plan – all chapter efforts to retain members, welcomes new members (via phone, email, in person), follows through with lapsed members and managing marketing messaging to members, receives and reviews monthly rebate report from IABC International.

### **Specific activities, roles and functions of the IABC/Pittsburgh Membership Committee *can include* (but not limited to):**

- Membership administration
- Membership retention
- Member surveys
- Stakeholder analysis
- IABC Int'l Membership Month activities
- Member involvement and social events
- University relations/student outreach
- Job placement newsletter/career services for chapter members

### **SPECIFIC ROLE: MEMBERSHIP COMMITTEE CHAIR**

The Membership Committee Chair shall meet with all Regular Members at least once a month to discuss Membership strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

In the temporary absence of the President, the Membership Committee Chair shall perform all the duties and obligations of the President.

Term Length: 2 consecutive years, with each term year running July 1 – June 30

Must be an IABC member? Yes

Election: Voted by chapter membership on annual slate of board officers

### **SPECIFIC ROLE: MEMBERSHIP COMMITTEE REGULAR MEMBERS (minimum 2 needed)**

Term Length: 1 term year, running July 1 – June 30

Must be an IABC member? No

Election: Voted by chapter membership on annual slate of board officers