

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

MEMBERSHIP CHAIRPERSON

1. Membership Chairperson will serve a two (2) year term.
2. Membership Chairperson is appointed by the President.
3. The Membership Chairperson will hold one vote and one individual reimbursement on the Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall provide leadership and coordination for the membership committee.
- C. Shall regularly and routinely check NCSSWA email and respond appropriately.
- D. Shall maintain a record of position activities and dates to share with next term committee.
- E. Shall work with Regional Chairs to organize and implement techniques to encourage membership in NCSSWA.
- F. Shall coordinate with the Communications Chair to send information to members and send to non-members information regarding benefits of membership and encouragement to join.
- G. Shall coordinate with Technology Chair information to be included on the association website regarding membership.
- H. Shall obtain mailing list of other professional personnel who might be interested in membership in NCSSWA and communicate with them.
- I. Shall develop, update and distribute membership brochures when appropriate.
- J. Shall submit articles for inclusion in NCSSWA newsletter when appropriate.
- K. Shall maintain and distribute an up-to-date membership list to the President and Regional and Communications Chairs.
- L. Shall develop a New Member Greeting Letter with the President to send to all new members.
- M. Shall work with the Conference Planning committee on registration table activities.
- N. Shall oversee registration activities throughout the annual fall conference.
- O. Shall work with the President and Vice-President on the decoration theme and appearance of the registration area at conference.
- P. Shall submit a plan of action to encourage new membership and a budget request.
- Q. Shall serve on and attend Full Board Meetings.
- R. Shall submit a Committee Report at each Full Board Meeting.
- S. Shall complete other duties that may be assigned by the President.
- T. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.
- U. Shall submit to the President an end of year report.