

Membership

The Membership Director-At-Large collaborates with other board members to maintain a healthy chapter membership. Membership acts as a liaison between the board and the membership at large. This position is largely administrative and requires good communication skills. Membership helps individuals navigate the SDNC-CAMFT membership application and process.

Term: 2 years

Requirements:

- Member of CAMFT
- Member of SDNC-CAMFT

Qualities:

- Strong time management skills
- Strong communication skills
- Collaboration

Essential Duties and Responsibilities:

- Review monthly membership reports created in Wild Apricot: new members, lapsed members, affiliate members, and any members with outstanding dues payments. Work with the Administrator and BOD to reconcile discrepancies.
- Present reports at monthly board meetings.
- Interface with membership and communicate their needs to the board for review.
- Review current membership benefits and discuss with BOD how the benefits are working for members. Make suggestions of revising benefits, adding additional benefits, or eliminating any benefits.
- Develop recruitment techniques to engage nonmembers with the goal of adding additional members to the chapter.
- Engage in outreach efforts to promote SDNC-CAMFT chapter to prelicensed, licensed, and prospective affiliate members.
- Create current member and nonmember surveys to send out annually.
- Update letter to the members in the chapter's quarterly newsletter.
- Maintain and transition complete records to the incoming membership chair by utilizing email folders, and place copies of chapter documents in the appropriate shared Google Drive folders, in order to maintain historical information.

Chapter Meetings:

- Greet attendees at the chapter meetings
- Monitor sign-in sheet and check in guests

Created and updated: March 2024

- Distribute and collect attendee name badges
- Assist prospective members with application process and dues payment
- Collect fees
- Print member name badges
- Present monthly membership reports at the meetings as needed
- Correspond with membership through email communication as needed