

NYSCHA MEMBERSHIP CHAIR

REQUIREMENTS: 1. Current member of NYSCHA
2. Previous experience in NYSCHA necessary
3. Shall be on the staff at a NYS Institution of Higher Education during the term of office

TERM: One year from annual meeting to annual meeting. Appointed by the President at the annual meeting.

SERVES AS A VOTING MEMBER OF THE EXECUTIVE COMMITTEE

ACTIVITIES:

1. Works with the District Coordinators to recruit new members.
2. Prepares an article for each newsletter and the annual report.
3. Sends a letter to each school that was not represented at the annual meeting with a membership brochure. ("We missed you"). Sends letter to all non-members attending the conference.
4. Sends out renewal membership letters/bills in January to all members. (This maybe included in the December Newsletter).
5. Follows with letters in February and April to those members who have not responded as a reminder. These names can also go to the District Coordinator. They may want to call as a follow up.
6. Sends membership applications with a letter to anyone who has joined ACHA. This list can be obtained in August from ACHA.
7. Receives returned/completed applications and dues payments.
8. Prepares membership packet and mails to each new member. This contains a membership card, Informational brochure, ***the Resource Center Pamphlet***, the Bylaws, ***a district map*** and any information on upcoming programs. **Add directory.**
9. Sends checks (or deposit slip) ***with a copy of application to Treasurer and a copy to Secretary.***
10. ***Sends monthly a list of new members to the President, Section Chairs and District Coordinators.***
11. Prepares membership statement for each executive meeting.
12. Prepares display for annual meeting to promote membership.