

Membership Committee Chair
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



BOARD LIAISON - VP Membership

GENERAL DESCRIPTION

Recruits and welcomes new members to the chapter. A priority is to attract other healthcare professionals to our membership. Requests for information about membership applications, advanced memberships, changes of address and changes in membership status should be directed to the chair.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

GENERAL

1. Preside over Committee meetings.
2. Assist in recruitment of members for Committee.
3. Regularly report the status of goals and objectives and committee activities at Board meetings.
4. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
5. Assist in transition of new Chair as necessary.
6. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
7. Provide information related to Committee activities to the newsletter.
8. Attend Board meetings and Chapter educational events as often as possible.

SPECIFIC

1. Coordinate discussion of creative/new ways to involve current chapter membership and attract new members.
2. Coordinate ways to retain current membership and continue to offer value, education and resources as effectively as possible based on member needs.
3. Provide articles, as appropriate, for publication in *The Appalachian Trail.*
4. Coordinate discussion of other possible committee activities related to the committee's purpose, such as a) contests, b) awards.
5. Establish a committee goal for the year and establish a plan to achieve that goal.

TERM One Year