

MEMBERSHIP COMMITTEE

Statement of Purpose

To promote membership in the Chapter and ALA, fulfill Chapter membership reporting and verification requirements of ALA, and to provide up-to-date Chapter membership information to the Board and Chapter members at large.

Job Description Membership Committee Chairperson

Member of the Board

As a member of the Board, is expected to attend regular and special Board meetings.

New ALA International Members; Prospective Members

Upon notice from the President of new ALA International members, sends a timely letter to those new members on behalf of the Chapter with information on the Chapter and its meetings, with an invitation to become a member of the Chapter; provides copies of these letters to the President and Secretary. Also sends information on Chapter membership to prospective, but not yet ALA, members.

Chapter Dues Payments

Sends annual dues statements to Chapter members, follows up on annual dues remaining unpaid, and provides a report to the Board on annual dues collected at the conclusion of the payment period.

Chapter Membership List

Maintains the Chapter Membership List and Board Membership List and provides copies to the Board as updated.

ALA Chapter Membership Verifications

Reviews and verifies against Chapter records the ALA quarterly New/Reinstated/Prospective/Dropped reports for Chapter 235 and those members of "Chapter 903" located within Indiana Chapter jurisdiction. Reviews and verifies against Chapter records the ALA semi-annual Chapter Verification List; returns the Chapter Verification List to ALA with any corrections.

Chapter Membership Directory

Serves as Chairperson of this committee formed to produce and make available to Chapter members a written or electronic Chapter Membership Directory.

Membership Drives

Serves as Chairperson of any sub-committee formed by the Board to increase Chapter membership.

