

HESNI

Membership Chair

PURPOSE/OBJECTIVE:

The purpose of this board position is to recruit new members to the society and maintain updated membership information for the chapter.

LENGTH OF TERM:

Two (2) years

NUMBER OF TERMS (ODD/EVEN):

Even year election

HESNI BOARD DUTIES & RESPONSIBILITIES:

- Attend and participate at HESNI Board meetings and events
- Inform the board of the organization's membership status
- Give guidance to the Board on membership levels and membership feedback.
- Provide membership update to members via the newsletter.
- Member in good standing with HESNI (required)
- Member in good standing with ASHE (recommended)
- Act in a manner demonstrating ethical behavior

COMMITTEE DUTIES & RESPONSIBILITIES:

- Manages membership Committee
- Attend and participate at HESNI meetings and events
- Record the names, addresses, and phone numbers of all members.
- Send out annual membership notification
- Send out welcome letters to new members. This letter should contain details of upcoming meeting.
- Encourage those who attend HESNI functions with other members to join the society.
- Maintain a guest book at each organizational function. This will provide another avenue to send membership information out.
- Introduce new members and guests at each meeting when possible/appropriate
- Seek out ways to reach new members.
- Other duties may be added or changed as voted upon by the Board of Directors.

OTHER:

Skills required:

- Dependability
- Organizations Skills
- Commitment and genuine interest in the organization