

Membership Chair

TERM: One (1) year; appointed by the Executive Director and approved by the Executive Board; non-voting member of Board.

EXPERIENCE: No prior experience required.

COMMITTEE: A part of the Administration Committee (Board Member Responsible for Committee: Director of Administration)

DUTIES:

Throughout the Year

- Direct potential members who contact the association to membership application posted to website.
- Serve as the point of contact for new members joining the Organization.
- Work with Website Editor to ensure welcome emails are being sent through membership application process.
- Create membership name tags for relevant meetings and events.
- Contact Austin area dietitians and encourage them to join the Organization.
- Recruit student membership through university liaison with assistance from the Director of Administration and membership committee members.
- Provide networking opportunities for members at meetings, welcome members during membership meetings, and in non-structured meeting situations.
- Work with Newsletter Editor and Director of Member Engagement to increase member recognition through newsletter and meeting announcements and other means.
- Prepare and submit a proposed budget for relevant position expenses like printing and name tags for the following year to the Director of Finance prior to the joint current/incoming Board meeting in June.
- Prepare a report for the Executive Board on potential improvements to increase membership engagement before end of fiscal year or prior to the incoming/outgoing Board meeting.