

DUTIES OF THE MEMBERSHIP DIRECTOR

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization.

The State Membership Director shall work with chapters and individuals to establish new chapters and encourage membership growth and retention.

Each committee might be asked to present a workshop at the annual state convention and other times as planned in the program by the Workshop Coordinator.

As a member of the Executive Board and the Kansas State Council Board of Directors you have voting power.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, executive board retreat and the annual state convention.
- b) Maintain a file of your work including copies of letters; any helpful materials and suggestions, or ideas for you successor. *Do not use legal size paper.*
- c) Prepare articles for the *News & Views* when requested.
- d) Present a bill (*in triplicate*) for expenses to date at each council meeting, with a final bill being presented before the close of the fiscal year.
- e) Present workshops for state convention upon request.
- f) Provide materials and a list of helpful hints to the appropriate chairperson by the date requested for the Kansas State Convention and/or *Chapter Handbook* upon request.
- g) Correspond with your committee for their ideas that will assist in preparing your workshop or in carrying out the duties of your committee at state council functions.
- h) The President will meet with you to learn of your plans for the year at the Executive Board Retreat. Be prepared to make a presentation at this time regarding your goals for the year.
- i) Review and update any form(s) used by your committee and proposing any necessary changes to these forms at the Winter State Council Meeting. Be prepared to present a motion for approval by the Kansas State Council Board of Directors.
- j) Present any new chapters or sponsoring member(s) with a recognition certificate at State Convention.
- k) Write letters of congratulations and welcome to new chapter(s) on behalf of the Kansas State Council.
- l) Inform the elected officers of the Kansas State Council when a new chapter is formed and whom they may write to extend congratulations and welcome into the ESA family.
- m) Provide membership films/videos to chapters/individuals requesting them.
- n) Correspond with individuals in the state as requested by headquarters.
- o) Correspond with chapters to keep them informed of new membership information, goals, incentives, contests etc. The new membership campaign will be presented at IC convention. Prepare an article for the *News & Views* after IC convention with information on the IC membership goals/plans.

THE FOLLOWING DUTIES ARE TYPICALLY GIVEN TO COMMITTEE MEMBERS

- a) Maintain the Member At Large (MAL) files--keep these records current. Provide this information to district chairpersons at each state council meeting.
- b) Contact MALs by March, remind them of dues, and urge them to become active members once again.
- c) Contact all chapters with MALs living in close proximity urging them to contact these members for affiliate with their chapter.
- d) Contact transferees immediately with information on chapters in close proximity to them. Also, contact district/chapters in their area.

(REVISED JANUARY 2013)

DUTIES OF THE MEMBERSHIP COMMITTEE MEMBER

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose or the organization.

A standing committee shall consist of a chairperson and no less than one other member. Standing committees shall serve for one year unless otherwise stated.

Each committee might be asked to present a workshop at the annual state convention and/or other times as planned in the program by the Workshop Coordinator.

As a member of the Kansas State Council Board of Directors you have voting power. All committees and their chairpersons have duties assigned by the President. These are not spelled out in the By-Laws; therefore, may be altered to suit the needs of the current year.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and the annual state convention.
- b) You shall serve your committee and promote its specific projects. The chairperson will meet with you throughout the year. You will assist with the plans, directions, and duties of the committee assigned. This can include writing material for the *Kansas Chapter Handbook*. In the absence of the chairperson you may be asked to fulfill the duties of this office.

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