

**ISA
POSITION DESCRIPTION**

SECTION MEMBERSHIP CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: To promote the growth of the Section.

Primary Responsibilities & Duties:

1. Organize a committee to plan, develop and implement a membership marketing plan which focuses on both recruitment and retention.
2. Keep Executive Board advised on matters affecting membership relations.
3. Maintain Section membership and mailing list on Sidekick software. Update list monthly with member information supplied by RTP.
4. Generate mailing labels for the monthly bulletins and any other special mail-outs. Deliver labels to Graphics Unlimited by the required deadlines.
5. Collect money and sign-in attendees at the monthly meetings. Also be responsible for name tags and receipt book.
6. Submit original sign-in attendance sheets from monthly meetings to the Section Secretary.
7. Serve as a member of the Program, Product Education and Golf Tournament Committees.
8. Assist Section Vice-president in developing a method to track monthly attendance.
9. Assume full responsibility for membership booth during the tabletop show. This includes procuring booth from RTP, coordinating staff and shipping booth back to RTP or their requested destination.
10. Examine the feasibility of establishing new Sections in adjacent areas and counsel with the District Vice President regarding such establishments.

Resources Available: Section Membership Chairman's Guide; Section Executive Board; District Membership Chairman

Time Commitment: 1-3 hours each week

Meeting Obligations: All Section meetings; District meetings and workshops; President's Winter and Summer meetings, plus the Annual Conference & Exhibit are very helpful to understanding Society operations, thus, member benefits.

Working Relationships:

1. Other Officers and Members: Interact with all members and leaders as necessary to accomplish recruitment and retention goals.
2. Staff: Accesses staff knowledge as needed and provide important information **to** staff when requested.
3. Section Program, Product Education and Golf Tournament Committees.

Qualifications: Interest in promoting ISA membership, awareness of how a member benefits from ISA involvement; willingness to serve.

Method of Appointment: Appointed by Section president or in compliance with the Section constitution and bylaws.