

# Membership Committee

## Committee Chair

1. **Purpose:** The Chair leads the Membership Committee in successfully increasing and sustaining Society membership.
2. **Term of Office:** Four years. Appointed.
3. **Voting Status:** Ex-officio. Non-voting.
4. **Major Duties/Responsibilities:**
  - a. Coordinates all activities of the Membership Committee.
  - b. Attends Executive Board and Annual Business meetings.
  - c. Presents verbal or written reports of Committee activities to the Executive Board and at the Annual Business meeting.
  - d. Develops and adheres to a timetable and budget for announcing, distributing, collecting and managing both new and renewal membership applications.
    - i. Maintains individual records in Society membership database.
    - ii. Collects dues and submits payments to the Treasurer.
    - iii. Submits list of new members to Newsletter Editor for inclusion in *The Florida Archivist*.
  - e. Conducts annual audit of membership list to identify non-renewals. Communicates with lapsed members to encourage renewal.
  - f. Maintains the SFA listserv which involves adding new members and conducting an annual audit of the Society membership list in Wild Apricot and the listserv. The Web Communications Manager may assist in training for these duties.
  - g. Works with Annual Meeting Committee to develop and collect registration forms and fees. Submits payments to the Treasurer.
  - h. Maintains, updates or develops member brochure and related materials.
  - i. Submits an annual report at the Annual Business meeting.
  - j. Submits a final report and all relevant, non-current records of the Committee to the President for transfer to the Society archives in Tallahassee, Florida.

## **Committee Members**

1. **Purpose:** The Membership Committee is a standing committee. The Committee works with the Chair to coordinate activities focused on increasing and sustaining membership.
2. **Number of members:** 2 - 3. Executive Board Directors may serve as members of the Committee.
3. **Term of Office:** One year. Appointed.
4. **Voting Status:** Non-member. Non-voting.
5. **Major Duties/Responsibilities:**
  - a. Assist the Chair by suggesting and implementing ways to recruit new members. Activities may include, but are not limited to: membership drives, annual membership raffles, and speaking at archival and related state conferences and meetings to promote SFA.
  - b. Support the Chair by providing direct assistance with membership renewals and Annual Meeting registration.
    - i. Send welcome letters to new members.
    - ii. Send thank you letters to donors.
    - iii. Create annual meeting badges and packets.
    - iv. Distribute membership materials at all Society meetings and upon request of Executive Board and Board liaisons at non-Society meetings.

**Still to be approved before September 7, 2016.**