



Position: Membership Chair

Term: One year

Time Commitment: 8-10 hours/month

Tasks:

- Coordinate/lead recruitment activities for members.
- Attend monthly board meetings and report membership activities.
- Maintain the member database and a potential membership database on Excel spreadsheets.
- Initiate and maintain membership correspondence, including membership invites to nonmembers attending meetings, renewal notices to members, and thank you notes to new and renewing members.
- Report new and renewing members for MNISPI monthly eblasts and forward the lists of current and potential members to the External Communications chair for eblasts.
- Coordinate meeting sign-in at meetings and correspond with the treasurer to assure accurate records for both positions.
- Invite members to join our LinkedIn group ISPI of Minnesota and delete non-renewing members from the list.

Transition (Summer)

- Help recruit a new membership chair, if necessary, and transition the position to that person or persons.

Recently held by:

- Marty Rainer
- Franz Holzer
- Ric Bergquist
- Sue Mehrkens