

Chapter Membership Chairman

Position Description

The chapter membership chairman is ultimately responsible for using all resources available, and delegating activities to other members of the membership **TEAM**, to:

- ✓ **Recruit** new retirees.
- ✓ **Retain** current members.
- ✓ **Regain** former members who failed to renew.

Duties

1. Keep a record of all members, preferably using the MARSP web data base system.
2. Report all changes and deaths to MARSP, preferably via email.
3. Collect dues from members who insist they must pay at the local level, and forward same to the MARSP office for recording. **Checks must be made payable to MARSP.**
4. Staff the membership table at the area conference.
5. Attend and actively participate in the **MARSP Recruitment TEAM** training seminars.
 - a. Understand the current policies/procedures set by the MARSP Board and staff.
 - b. Maintain a good working relationship with the MARSP Membership Secretary.
 - c. Work cooperatively with the state membership chairman/committee.
 - d. Solicit strategies, policies, philosophies, etc., from **successfully growing** MARSP chapters.
 - e. Become familiar with the MARSP Membership Handbook (latest updated version).

Characteristics of a Chapter Membership Chairman

1. Be an informed leader and respected member of the “school community.”
2. Be personable, outgoing and proactive.
3. Be the “chairman” and organizer of the Membership **TEAM**, provide leadership and encouragement, and give direction to the **TEAM** members. Be willing to delegate responsibilities to other chapter members in recruitment of members.
4. Be willing to make personal contact with **new** retirees prior to the ending of the school year, to inform and recruit those retirees, and with the membership team assist in those contacts.
5. Be a leader in seeking new/improved strategies to enhance the recruitment, retention and regaining of all public school employees who are retired, locally and statewide.
6. Be a “goal setter” with a “vision” of how your local chapter can grow.
7. Be computer literate to use MARSP web database.