



Job Description: Membership Chair

Position: Membership Chair

Team Co-Chair: Yes

Report to: IAND President

Voting Status: Non-voting

Elected Position: Appointed

Term of Position: Two year/ongoing

Effective Date: June 1st

Responsible for Budget: No

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

Meetings

- Attend IAND Board Meetings and Annual Meeting in April.
- Host a student meeting at the Spring Meeting to review the benefits of Academy/Affiliate membership.
- Participate actively at Board meetings.

Reports

- Submit reports social media and outreach reports.
- Information for Newsletter regarding membership, (Leadership Book).
- Prepare updated job description to incoming President by end of April.

Objectives

Responsible for recruitment of new members and retention of current members.

Facilitate action and programs to support and increase membership and member involvement.

Establish a communication network between The Academy and affiliate members.

Visit or contact CADE approved programs in the affiliate area and encourage program directors to talk about the Academy to their students.

Resolve complaints from members as needed.

Budget

- Budget recommendations to Treasurer in April.
- Prepare a budget for the position for the next year, in cooperation with Nominating Committee Members and incoming Nominating Committee Chair.
- Adhere to budget and become familiar with IAND budget process.

Travel Expectations

- IAND Board Meetings
- IAND Annual Meeting in April

Duties and Responsibilities:

1. Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
2. Be knowledgeable about benefit of the Academy and Affiliate membership.
3. Answer correspondences within 1-2 business days, with copies of correspondence given to appropriate officers and chairpersons.
4. Participate in assigned Initiative Team and in the development of its program of work and accompanying budget.
5. Prepare a plan of work for the year.
6. Facilitate recruitment of new members and retention of current members. Work with District Presidents/President Elects on retention of members at the District Level.
7. Contact non-renewing members during the month of June to remind them of the benefits of Affiliate and Academy membership.
8. Make sure there is information on the Academy and IAND and its programs at every affiliate meeting and CPE program.
9. Develop at least two statewide recruitment campaign each year and engage the help of IAND board members and district members in the effort. Complete in August and January.
10. Establish network of “New Members” through the district Presidents – those in first 5 years of Academy membership after completion of CADE accredited undergraduate program, an approved dietetic internship or Coordinated Program.
11. Assist in communicating new/current activities and information of IAND and district to local new members.
12. Assist in implementing new programs to encourage and enhance new member involvement within the Academy, IAND, or other local groups.
13. Provide feedback to the IAND board from new members.
14. Attend district meetings and report on new programs and services IAND provides for members.
15. Assist in communicating new/current activities and information from the Academy to IAND and district members.
16. Assist IAND in implementing new programs to encourage and enhance new member involvement with the Academy, IAND, and local districts.
17. Provide Treasurer with properly prepared expense reports.
18. Respond to request from the Academy regarding position activities.
19. Perform other duties as assigned by the IAND President.
20. Review Job Description and submit suggested revisions to IAND President at April Board meeting.

Membership Chair Resources from the Academy:

Visit www.eatright.org/affiliate-resources; Under Membership Recruitment and Retention Resources

Templates and resources for affiliate recruitment and retention activities

Membership marketing materials available to order

Affiliate Challenge to help affiliates track membership retention progress

Member Recruitment Toolkit