

# 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. Submits list of new members to Web Communications Manager for addition to listserv. With Web Communications Manager or Assistant Manager, conducts annual audit of Society membership list and listserv.
  - 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 shall 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.

Approved by the Executive Board: June 10, 2013