

MEMBERSHIP CHAIRPERSON

OFFICE RESPONSIBILITIES

- Conduct the annual Membership Drive
- Maintain accurate membership records and report on the status of the membership at Executive Board meetings and the Association Business Session. A hard copy of reports should be provided to the Secretary; the usual practice has been to make copies available to all. A hard copy of the final annual membership list, including any new life members, should be given to the Procedures Officer.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

COMPOSITION OF MEMBERSHIP COMMITTEE

- There is no formal committee -- however, District Directors are expected to assist with recruiting in their districts. Also, an LRA member at each institution is asked to serve as a contract person for dissemination of information.

PROCEDURES OF MEMBERSHIP "COMMITTEE"

- Membership Drive
 - Include a membership renewal form with the annual conference preregistration information.
 - At the Conference:
 - Include an invitation to join in participants' and exhibitors' registration packets.
 - Have membership forms available at registration table -- a line for payment of dues should be included on the conference registration forms. Name and address should be obtained.
 - After the Conference
 - First quarter: Advertise in the Spring issues of the *Mediator*.
 - Second quarter: Contact a person at each institution and ask them to promote membership; contact conference attendees who did not join; contact former members who did not renew.
 - Third quarter: Send membership information to NC library schools, educational media programs, adult and higher education departments, etc., advertise in newsletters of related organizations.

- Records
 - Maintain a current membership list
 - Include life members.
 - Keep list in hard copy and on computer disk.
 - Receive names and addresses of new members from Conference Registration Coordinator and add to list.
 - Maintain an accurate receipt book -- use two-part (self-carbon) book.
 - Maintain a separate list of life members, including current addresses.
- Membership cards and receipts
 - Provide signed membership cards to Registration Coordinator to use as nametags for those who join during Conference Pre/Registration. Receipts for payment will be provided by the Registration Coordinator.
 - Send membership cards and receipts to those who join during the year.
- Reports/Lists
 - Distribute a current membership list to Executive Board members at each Board meeting.
 - Send all District Directors a monthly membership list to use in soliciting nominations and sending ballots.
 - Submit a final report at the Conference. The recommended format is: Part 1, a summary page listing total LRA membership and totals by District; Part 2, a list of each district's membership, citing officers and members by institution; and Part 3, an alphabetical listing of members with their affiliation.
 - Send monies received to Treasurer by registered mail, retaining photocopies of checks.
 - Report membership news to the Webmaster.
 - Generate mailing labels, sorted by zip code, and give to Webmaster.
- Supplies
 - Secure imprinted stationery and membership cards. A master form is in the Membership Chair's files. Work with the LRA President to obtain more supplies -- in the past, Wayne CC and private printers have been used.
 - Send requests for reimbursement to the LRA Treasurer, including receipts for requests.