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**POSITION**: Membership Director

**BYLAW DUTIES**: The Membership Director shall:

1. Develop and implement a Membership Development Plan for the Chapter.
2. Work with the Chapter Executive Director to track and acknowledge new, renewing, and lapsed members.
3. Collaborate with APTA’s Membership Development Department.
4. Present a written report at each Business Meeting.

**ELECTION**: PT, PTA or Life Member who has been in good standing in the Association for at least two (2) years immediately preceding the election. This position is elected in even numbered years for a term of two years and assumes office on the first day of the month following the election.

**RESIGNATION**: Letter of resignation is sent to the Chapter Board of Directors.

**DISMISSAL**: The Membership Director may be dismissed by the Board of Directors for failure to attend meetings, for failure to fulfill responsibilities, and non-compliance with policies and procedures. Appeal of the dismissal must be submitted to the Board of Directors in writing.

**ADDITIONAL RESPONSIBILITIES**:

1. Recruit, train, orient, and energize the Membership Development Committee.
2. Track and monitor membership trends.
3. Coordinate activities of the Membership Development Committee.
4. Attend Board of Directors, Executive Committee and the Chapter Business meetings.
5. Submit a report of membership data at the meetings of the Board of Directors.
6. Update Membership Director’s job description prior to transfer of office.
7. Transfer to the newly elected Membership Director the records, correspondence, reports, and all other pertinent information collected during the term office.
8. Create and assist in maintaining the Chapter’s recruitment and retention letter campaign.
9. As a member of the Executive Committee, the Membership Director is the liaison to the Nominating, Public Relations and Service Committees.
10. Be familiar with and utilize the Membership Chair Community via apta.org.
11. Assist the Chapter in incorporating membership recruitment and retention messages, look, and tone in print and on the website.
12. As a member of the Executive Committee the Membership Director serves as a liaison to the Nominating Committee, Public Relations Committee and the Service Committee.

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. You may also advance your knowledge and skills in business management through your participation on a Board level as well as training opportunities and interaction with Chapter staff. This position will also provide opportunities for growth in leadership and marketing.

**TIME COMMITMENT:**    3-4 hours per month with more commitment from Aug-Nov.

**QUALIFICATIONS:** Must be an APTA Indiana PT, Life PT, PTA or Life PTA Member in good standing. In order to be successful, a basic knowledge of computers is required for reporting and email purposes as well as event planning skills.

**EVALUATION:** The Chapter President will contact you prior to the end of your term for feedback on your experience as a volunteer leader. This will be used to update job descriptions and orient future Chapter leaders.

MSEC: 07/11/89

REV: 08/07/91; 12/3/96; 7/6/12; 12/02/16; 10/11/19