

MEMBERSHIP CHAIRPERSON

OFFICE RESPONSIBILITIES

- Conduct an annual membership drive to coincide with the annual Association conference.
- Work to encourage membership throughout the Association year.
- Maintain accurate membership records and report on the status of the membership at Executive Board meetings and the Association business session.
- Maintain an accurate electronic copy of current membership (including date of dues payment), working in conjunction with the Treasurer and/or any others who may receive membership dues.
- Review and update information and forms in the “Membership” section of the NCCCLA website, and/or send any changes to the Webmaster for posting.
- At the end of the Association year, send an electronic copy of the final annual membership list to the Archivist, for printing out and filing in the Association archives.
- At the end of the Association year, send an accurate count of current membership to the Procedures Officer for updating in “Appendix A” of the *Handbook*.
- 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

While there is no formal committee, District Directors may be asked to assist with promoting membership in their districts and other NCCCLA members may be recruited to help disseminate membership information at their institutions or at library-related conferences/events.

GENERAL PROCEDURES

- NCCCLA membership is from date of receipt of dues to one year following that date, as approved by vote of the NCCCLA membership in 2008.
- Annual membership drive:
 - Ensure that up-to-date membership information and forms are included on the annual conference website.
 - Ensure that a membership renewal form is included with any printed conference preregistration/registration information.

- Have extra printed membership forms available at the registration table.
 - Work closely with the Treasurer and/or Registration Coordinator to ensure that all new memberships and membership renewals paid at the time of the conference are processed and recorded accurately.
 - Determine procedure for distribution of receipts and membership cards (if applicable) to those members joining or renewing at the conference.
- Throughout the year:
 - Contact member institutions individually or collectively to promote membership.
 - Contact individual conference attendees who did not join at the conference.
 - Contact individual former members who did not renew.
 - Send membership information to NC library school programs and any other organizations that might be interested in membership.
 - Determine procedure for distribution of receipts and membership cards (if applicable) to those members joining or renewing throughout the year.
- Membership list:
 - Work with the Treasurer (or any others who may be monitoring dues payments) to keep an accurate record of current members based on dues status.
 - Add life members to the list when they have been approved by the Executive Board (usually close to the time of the annual conference).
 - Record the names and contact information for new members who join at the annual Association conference and add to the list.
 - Record the names and contact information for new members who join throughout the year and/or at other conferences/events and add to the list.

LENGTH OF TERM

Once appointed by the President, the Membership Chairperson will remain in office until a successor is appointed.