



## Chapter Membership Chairman Duties and Responsibilities



*Membership development is everyone's responsibility.*

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Congratulations! As the chapter membership chairman, you will lead your chapter in membership development. Here are your duties:

- Use the Membership Development Manual (MDM) to lead the chapter membership team.
  - The MDM is your guide for membership development.
  - Focus on retention, recruitment, reinstatement and revitalization.
- Report membership information received from International Headquarters and the S/P/N vice president for membership/membership consultant to the chapter executive board.
  - Analyze membership statistics provided by Headquarters and the S/P/N vice president for membership/membership consultant and share it with the chapter executive board.
  - Prepare membership reports and updates for chapter executive board meetings.
  - Access the Alpha Delta Kappa directory and update the chapter roster, as necessary.
- Chair the chapter membership team.
  - Use the MDM to lead the chapter membership team.
  - Develop S.M.A.R.T. goals for membership in collaboration with the chapter president and membership team and present goals to the chapter executive board and chapter members.
  - Share the monthly *CMC Cornerstone* at chapter meetings.
  - Analyze membership needs to facilitate recruitment, retention, and reinstatement of members, and revitalization of chapter.
- Complete the Chapter Needs Assessment (CNA) in collaboration with the chapter president and membership team.
  - Follow the “Chapter Needs Assessment Timeline” information on the International website.
  - Provide a copy of the Member Needs Assessment to members and request that they return it by April 30.
  - Compile and analyze the results.
  - Share results with the chapter president and executive board. Use the information to develop chapter goals and programs.

- Complete the CNA and submit it online between May 1 and June 30.
- Retain current chapter members.
  - Retention of chapter members is an important goal each year. Sisters need to feel wanted and needed. Get members involved in chapter activities. Share responsibilities.
  - Keep members connected. Communicate with sisters who miss a meeting with a phone call, email or note.
- Recruit new members.
  - Recruitment of new members should be ongoing.
  - Promote Alpha Delta Kappa and your chapter in local schools.
  - Invite outstanding educators to a meeting or special event. Introduce guests to the members and members to the guests.
- Reinstate former members.
  - Invite former members to a chapter meeting or special event and encourage them to reinstate.
  - Use personal connections to contact former members.
- Revitalize chapters.
  - Analyze membership needs and interests and share with the chapter executive board for future program planning.
  - Enlist mentors from the S/P/N executive board or nearby chapters.
  - Develop a plan using the CNA and MDM as resources.
- Coordinate the “New Member Process.”
  - Use the “New Member Process” to recruit and initiate new members.
  - Encourage sponsors to meet with the applicant(s) to explain the purposes of Alpha Delta Kappa, discuss responsibilities and obligations of members, and to answer questions.
  - Obtain a badge for new members prior to the initiation ceremony.
  - Plan and conduct an initiation ceremony. Immediately following the ceremony, complete the ONLINE “New Member Registration” and pay dues.
- Attend membership trainings at the S/P/N convention and regional conference.
- Perform other duties as described in the chapter bylaws or policies and procedures.

Treasure this opportunity to serve as your chapter membership chairman! Cherish our sisterhood and the friendships you make along this journey.