



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Membership Chair

Purpose: The chapter membership chair is responsible for monitoring and growing the chapter's membership by coordinating the chapter's member recruitment, orientation and retention efforts. This volunteer leader works with the chapter's executive committee to identify and pursue opportunities to enhance the experience for existing and future chapter members.

Key Responsibilities:

- Develop and coordinate member recruitment and retention campaigns, ensuring the engagement of the chapter Executive Committee and existing members in these efforts
- Work with chapter Executive Committee to establish membership recruitment and retention targets, and develop and implement strategic activities to meet those targets
- Prepare and deliver regular reports on chapter membership goals, benefits, engagement opportunities and member highlights
- Monitor chapter roster and meeting guest lists to coordinate outreach to members nearing expiration and to convert guests to members
- Establish and chair Membership Committee and/or volunteer groups associated with ensuring a meaningful member experience (e.g., meeting greeters) as appropriate
- Coordinate new member orientation, including development and delivery of information and materials
- Attend chapter general membership and Executive Committee meetings

Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter membership chair
- Membership Chair Manual, The Membership Chair blog, and associated resources from ASSP
- Additional support available from chapter president and [ASSP Chapter Services](https://www.assp.org/services)

Benefits:

- Opportunity to develop transferrable leadership and project management skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: 1 year, July 1 - June 30
- Average hours per month: Up to 8 hours

Qualifications:

- Must be an ASSP member in good standing
- Have or be willing to develop strong leadership, organization and communication skills
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

Specific Duties:

- Complete five modules of officer training in TBD:
 1. Basic training: Chapter operations;
 2. Basic training:-ASSP overview;
 3. Leadership training: President-elect/Vice president;
 4. Membership training: Recruitment;
 5. Membership training: Retention
- Recommend development and coordination of a Membership Committee
- Coordinate with ASSP to promote existing membership recruitment campaigns and develop local campaigns, including the establishment and use of promotional codes
- Provide information about new chapter members to chapter officers and committee chairs
- Ensure that new members are recognized and introduced at chapter membership meetings
- Provide and collect sign-in sheets for members and guests, and work with chapter secretary to maintain and update chapter attendance records accordingly
- Instruct and support prospective members in the process of becoming a member
- Assist chapter president and/or chapter awards and honors chair in member recognition
- Perform periodic surveys to determine the needs and interests of chapter members
- Work with chapter communications chair to disseminate information pertaining to chapter membership, including reports and member highlights, through chapter communication channels (e.g., website, social media accounts, newsletter)
- Periodically review chapter website to ensure that membership information is accurate and up-to-date
- Work with the chapter professional development conference chair and chapter program chair to promote all chapter events to chapter membership
- Ensure that chapter members are aware of opportunities to become involved in other ASSP communities (common interest groups and practice specialties) locally or nationally
- Review chapter roster on a regular basis to identify new members, recent renewals and missing members
- Send welcome message to new chapter members providing an overview of membership benefits and an invitation to the next chapter meeting
- Send thank you/recognition e-mail to sponsors of new members
- Coordinate social events for new members

- Ensure orderly transition and transferal of duties and records to succeeding chapter membership chair
- [additional chapter-specific duties]