



Southeast Chapter

Position Description: MEMBERSHIP CHAIR

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Type of position: Appointed

The Membership Chair maintains chapter membership records as provided by AMWA HQ and fosters new membership with people in the chapter area who have inquired about AMWA. He or she communicates with chapter members via email or other communication avenues.

Duties (throughout the year):

- Attend all general, business, and executive board meetings of the chapter.
- Plan recruiting methods and retention efforts
- If needed, notify headquarters of all name and address changes of chapter members (this can be done with the help of the chapter secretary)
- Review press releases for correct chapter membership count
- Act as or arrange for a greeter at each meeting, especially to welcome visitors and non-members
- Make available information about AMWA for all local and satellite meetings