Membership Chair and Committee (general information)

Scope: The scope of the membership committee is to devise, consider, recommend and put into effect ways and means for extending and retaining the general membership of IAEI.

Mission: IAEI’s membership is the lifeblood of the organization ranging from electrical education in the construction industry to influencing safety regulations in communities across the country. Healthy membership is critical to the mission of IAEI being able to continue its effective influence on electrical safety. The membership chair must serve as the leader to promote membership retention and growth in the Section, Chapter and/or Division he/she serves. The membership chair shall strive to:

- Increase membership in a meaningful manner
- Bring a message of the IAEI to the communities which we serve
- Channel the efforts of the association’s growth in an organized manner
- Increase the number of contacts through local, national, and international networking.
- Identify the wants and needs of membership

Objectives: The following are the objectives of the membership chair and Committee.

- Increase the membership of the association.
- Retain through education and certification the existing membership base.
- Conduct the efforts in a uniform manner throughout the association.
- Define procedures to conduct overall efforts.
- Invite, or participate with, related organizations to join the IAEI.

Membership Chairperson Responsibilities

A strong membership promotion strategy includes both outreach (getting new members) as well as retention. Communication is a vital component for successful membership campaigns. The purpose of communication is not just to convey information, but to influence behavior. Regular communication with the members, other Chapter and Division membership chairs, your Section membership chair and the International Office enhances the success of membership retention activities.

All IAEI membership chairs are urged to attend the annual Section Meeting and to participate in the membership chair Committee Meeting training. This training is designed to share and explore membership recruitment and retention activities.

Participation in these meetings promotes a better understanding of mutual problems and interests in administrative affairs of the Section, Chapters and Divisions and the Association as a whole.

Membership chairs should use Section, Chapter or Division letterhead for formal written correspondence. Membership Committee meetings should be conducted in accordance with the latest edition of Robert’s Rules of Order.
Section Membership Chairperson
The Section membership chair shall be responsible for the Section membership committee and serve as the Section’s representative on the International Membership Committee.

The Section Chairperson attends and facilitates the meeting of the Chapter and Division Membership chairs at the Section Meeting.

- Develop and distribute an agenda to the membership chairs (4) four weeks prior to the Section meeting (see attached sample)
- Organize and distribute membership award certificates to Chapter / Divisions in attendance
- Follow up with meeting minutes one month following the meeting
- A sample Membership Committee Meeting agenda can be found in Appendix B.
- Present membership report and membership awards (for those in attendance) during the annual section meeting
- The Section Chairperson Prepares the Annual report for the executive Board.
  - Summary of activities supporting membership
  - Membership totals for current and previous years
  - International Membership Committee activities
  - Due one week prior to Executive Board Meeting
- Inform the International Office of the names of Chapter and Division membership chairs within their Section.
- Support Chapter and Division membership chairpersons with membership activities
- Correspond monthly focusing on the retention of existing members, the invitation of new members to join IAEI and the follow up and gathering of lapsed members focusing on the reasons for leaving IAEI
- Introducing and using the “MEMBERSHIP CHAIR TOOLBOX”
- Aid and support in identifying and developing member growth opportunities
- Work with Section Education and Public Relations Chairpersons to identify membership growth and retention opportunities
- Attend Chapter and/or Division Meeting and promote membership whenever possible
Chapter & Division Membership Chair Position Description

Term: Re-appointed yearly

Term Limit: One year

Position Summary: The Membership Chair manages the annual membership renewal drive and membership recruitment, and maintains accurate member records.

Position supported by: Section Membership Chair, Membership Coordinator, Membership Manager, or other IAEI staff members.

Responsibilities:

- Attend all Chapter/Division meetings.
- Identify potential members in local area.
- Develop membership and retention campaigns.
- Maintain Chapter/Division mailing lists.
- Develop surveys to assess needs of Chapter/Division members.
- Enlist members to participate on your local membership committee and teach them how to support membership growth and retention activities.
- Perform all duties in a timely manner, reporting progress and/or problems to Section Membership Chair and IAEI Membership Manager.
- Recruit new volunteers for the Chapter/Division membership committee.
- Ask or appoint seasoned members to mentor each new member to ensure new members are made to feel welcome and become active in the chapter or division.
- Produce reports for the Chapter/Division Board of Directors and Membership meetings. Reports should include any ongoing and/or upcoming membership activities.
- Attend the annual Section Meeting and membership chair Training when possible.
- Distribute the membership certificates at Chapter/Division meetings for 5-, 10-, 15-, and 20-year members. You should request these certificates from the International Office.

Qualifications:

- Current IAEI members.
- Has good organizational, problem solving, and human relationship skills.
- The ability to motivate and delegate as well as handle multiple tasks.
- Performs tasks willingly and accepts responsibilities of the job.
- Good record keeping.

Measure of Success:

- Membership increases by 5-10%.
- Mailing lists are accurate.
- Retention program in place.
- Problems are handled in a timely manner.
- New member applications are submitted to IAEI in a timely manner.
- Available to other officers and committee members.
- Attend meetings.