

# Membership Chair

Committee Chairs shall be appointed/reappointed on a 3 year basis by the President.

## Role Description

1. Provide leadership and coordination for the Membership Committee.
2. Work with conference committee to verify membership for discount to conference
3. Maintain mailing list and database of all WSCA members, current and past. The mailing list must be sent to printer prior to each Counselink printing. Counselink newsletters are sent to home address to current members. The Conference issue (December) is sent to all counselors in the database
4. Maintain mailing list of all legislators in Wisconsin and forward to printer prior to each Counselink printing. (Needs to be done on a yearly basis)
5. Maintain mailing list of all School District Administrators in Wisconsin and forward to printer prior to each Counselink printing. (Needs to be done on a yearly basis)
6. Work with the public relations chairperson, the vice-presidents of the four work settings and the editor of the Counselink in promoting membership campaigns.
7. Come prepared to all Governing Board meetings (6 per year).
8. Prepare a report for each Governing Board meeting.
9. Prepare articles for Counselink published 4 times a year.
10. Maintain a 3 – ring binder of the year's activities to be passed on to the next chairperson.
11. Submit a written annual report of the activities and recommendations to the Governing Board and submit budget request for coming year.
12. Make a recommendation to the board each year on dues.
13. Be responsible for face-to-face transitional meeting with the new board member to discuss job descriptions and task calendars and pass on materials.
14. Recruit sectional presenters and host sectionals at conference.

# TIMELINE MEMBERSHIP

## July

- Maintain database
- Update forms for renewal on website version and mail version
- Respond to all membership requests
- Work with Exec Asst on conference
- Work with treasurer on renewals
- Recruit help with the committee

## August

- Attend LDI / board meeting
- Respond to all membership requests
- Order membership gift
- Mail out renewal letters to all previous years members

## September

- Maintain database
- Respond to all membership requests
- Send out renewal thank you
- attend board meeting

## October

- Maintain database
- Respond to all membership requests
- Send out renewal thank you

## November

- Maintain database
- attend board meeting
- Respond to all membership requests
- Send out renewal thank you

## December

- Maintain database
- Respond to all membership requests
- Send out renewal thank you

## January

- Maintain database
- attend board meeting
- Respond to all membership requests
- Send out renewal thank you

## February

- Attend WSCA conference
- WSCA conference duties
- Work with Conference secretary to verify membership
- Respond to all membership requests
- Send out renewal thank you

## March

- Maintain database
- Respond to all membership requests
- Send out renewal thank you

## April

- Maintain database
- attend board meeting
- Hand in budget request for next year

## May

- Maintain database

## June

- Maintain database
- Plan for next year
- Update forms for membership
- Meet with successor

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