



Job Descriptions

STC Manitoba Information Line: (204) 954-0011

Membership Chair

A voting position.

Also see *Basic Responsibilities of All*.

Main Duties

The main responsibility of this position is to promote the membership growth of STC Manitoba, and ensure new and potential members are able to start taking part as easily and smoothly as possible.

The position is responsible for ensuring the membership records of the STC Society office are accurate and up-to-date. The annual fall membership rebate from the Society office is based on the membership count as of June 30 of the same year.

Specific responsibilities

**Time
required**

Act as the executive contact for the Membership Database Administrator and Message Line Monitor.

Act as a resource to new and potential new members:

- send out membership information packages
- answer questions
- help them in processing applications
- ensure they have the personal information update form, or can find it on the Web site, the latest program agenda, and any other information that may be useful to them
- ensure new members are aware of what STC Manitoba offers: newsletters, monthly meetings, volunteer opportunities
- ensure new members are aware of some of the administrative procedures such as updating personal information forms, job bank registration form, membership information form
- use information from membership profiles to submit newsletter articles introducing a new member

At the monthly chapter meeting:

- have a couple of membership packages on hand or talk to new attendees to find out if they want to receive a membership package
- get a list of confirmed attendees at least four hours before a meeting from the Meeting Coordinator
- greet new people at their first meeting, introduce them to others, and make sure they have someone to sit with
- contact them after their membership has been processed and confirmed



Job Descriptions

Membership Chair

Specific responsibilities

Time required

Work with the Membership Database Administrator to ensure membership information is accurate:

- add potential members' names to the database
- change the membership status if they become members
- ensure that the Society office has accurate membership information

Work with the Message Line Monitor to update phone message with information for each monthly chapter meeting.

Communicate membership information to the members:

- prepare newsletter articles or announcements about membership numbers and other developments

Monitor membership numbers to:

- make sure the rebate is accurate based on membership as of June 30 (contact the Treasurer)
- be aware of our growth rate for planning purposes
- contact members who have not renewed membership to encourage them to do so

Update and maintain the membership information package:

- brochures
 - STC Manitoba (work with the Public Relations Committee)
 - international STC (order from Arlington, VA)
 - STC press
 - SIGs
 - Red River College (order from the College)
- membership application form
- personal data update form
- recent copies of the newsletter Manuscript
- program agenda
- business card

Visit schools (universities, community colleges, high schools) to talk about STC and student memberships.

Tasks by month

May

(incoming)

June–

August

Work with the Public Relations Chair on a plan to visit schools, universities, and community colleges.

Ensure the accuracy of the membership rebate



Job Descriptions

Membership Chair

Tasks by month

September-April Work with Public Relations Committee to visit schools, universities, and community colleges.

Submit newsletter articles featuring new members.

Ensure new members have up-to-date information packages, and ensure new members are aware of all the STC opportunities and administrative procedures, as outlined under *Specific responsibilities*.

Obtain a list of confirmed attendees from the Meeting Coordinator at least four hours prior to each dinner meeting. Be available to greet new attendees, new members, and guests at each dinner meeting.

Add potential members' names to the Membership Database.

Update the membership records.

October

November

December

January

February

March

April

May

(outgoing)

Last updated: *February 23, 2004*
Modified *June 10, 2006*