

MAINE COUNSELING ASSOCIATION MEMBERSHIP RESPONSIBILITIES

MEMBERSHIP CHAIR

General Responsibilities:

- Maintain active membership database online
- Correspond with inactive members each year reminding them to renew
- Send renewal notice to all members after June 30th of each year
- Maintain and verify the four classes of membership:
 - *members, *students, *emeritus, *other
- Create opportunities to increase membership through a variety of means, be it social media, written articles or via mailings.
- Check in attendees at the annual conference
- Helps register conference attendees
- Assists Conference Chairs in whatever is deemed necessary

The Membership Chair shall be appointed annually by the President with the approval of the Executive Board.