

Membership Development Job Description

Membership Development (MD) is a vital function of IEEE. Without members there is no IEEE. Your role as the MD Chair includes:

- Since you have a voting position on the Executive Committee you are expected to attend the monthly meeting, which occurs on the second Thursday, to keep abreast of section activities. (60 to 90 minutes per month)
- You are expected to participate in the MD Conference Call/Webcast which occurs on one Saturday morning a month to develop, execute and monitor plans and goals for membership growth, retention, recovery, and promotion to higher membership grades. (60 to 90 minutes per month)
- Develop a local plan of MD activities. (8 hours per year)
- Solicit bios and photographs of new Senior and Fellow grade members to be used to introduce them to the section in the newsletter. (10 minutes per month)
- Analyze the monthly membership statistics to identify membership problems and opportunities. (10 minutes per month)
- Ensure that adequate supplies of MD materials are available for distribution at local events, e.g. chapter meetings, conferences, job fairs, etc. Coordinate membership exhibits for larger local meetings and conferences, including but not limited to the use of IEEE Cooperative Displaying program, soliciting materials for exhibits, and identifying volunteers to staff booth. (8 hours per year)
- Develop a list of possible new members from the attendance lists from section events. (10 minutes per month)
- Communicate regularly with the Region 1 MD Chair. (10 minutes per month)
- Receive mailings of membership materials from the IEEE Operations Center. (10 minutes per month)
- Attend the annual Region 1 Training Workshop and Board of Governors meeting (Friday afternoon through Sunday morning) when MD training is offered. (2 days per year when applicable)

Your total time commitment would average about 4 1/2 hours per month, not counting the training workshop. To accomplish these objectives you should identify other volunteers to assist you with specific tasks.

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