

Memphis Academy of Nutrition and Dietetics



an affiliate of the

Academy of Nutrition and Dietetics

Membership Chair (revised 4/2018)

- I. Description of position: The Membership Chair will coordinate the printing of the MAND Membership Directory and maintain current membership list throughout the year.
- II. Purpose of position: To ensure that members are provided with an up to date directory of membership and to assure all MAND members are Academy of Nutrition and Dietetics members in good standing.
- III. How assigned: Appointed by the MAND President to serve a term of one year.*
- IV. Term of Office: June 1 - May 31
- V. Primary Responsibilities:
 - a. In (early) June, prepare membership form for members to complete for directory and forward to MAND President to send out on e mail to current and prospective members (Sample form on MAND Website). Additional copies will be available at the Fall Membership meeting and assist in collection of membership forms and dues at that meeting.
 - b. Communicate with TAND Administrator to obtain current Academy membership list to ensure all persons paying MAND dues are Academy members. Compare the list to paid MAND members.
 - c. Receive membership forms. These will be emailed directly to the website email. Please note MAND members can pay either through PayPal or snail mail. The members send all of their payments to the Treasurer.
 - d. Membership Directory:
 - i. Note all changes to the directory. You will be given an **electronic spread sheet** plus a **directory formatted Word document** . You will update the information as you receive the membership forms.
 - ii. Include the list of MAND Board of Directors, a list of area work places and health facilities and other information deemed necessary.

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- iv. Distribute MAND Directory electronically by October 1st.
 - v. Continuously update membership list throughout the year. Provide update versions of the list at **least once a month** and send to the following Board members: President, President Elect, Media, Marketing, Website Managers.
 - vi. Develop membership questionnaire, if Board determines one is desired. The President will distribute it via e-mail and questionnaires will be returned to the Membership Chair to tally.
- VI. Budget: Estimated cost of Directories is \$0.
- VII. Other Board members with whom this position works closely: President, President-Elect, Treasurer, Website Managers, Media, and Marketing.
- VIII. Number of Committee Members to accomplish tasks: usually one
- IX. Time Line:
- a. Fall Breakfast is deadline for inclusion in Directory.
 - b. Novemeber 1st is deadline to get Directory electronically sent.