

**MEMBERSHIP CHAIR**

1. **Position Description:** The membership chair is responsible obtaining and maintaining a current list of all active members throughout the year.
2. **Purpose of Position:** Ensure all members are active members of the Academy of Nutrition and Dietetics (AND) in good standing, the board of directors has an updated list of active members at all times for appropriate communication and announcements, and provide all members with member-only access to the website
3. **Assignment:** Appointed by the MAND President for a 1 year term
4. **Term of Office:** June 1 – May 31
5. **Primary Roles and Responsibilities:**
	1. Update membership form and provide to MAND president to begin membership drive for current and prospective members. This form will also be available at all MAND functions for prospective members and electronically available on the MAND website.
	2. Collaborate with MAND treasurer in the collection of membership forms and dues.
	3. Ensure all MAND members are members of the AND by obtaining a copy of the members’ AND card, membership certificate, or verify using TAND master copy of members. Provide updates to MAND president on members that fail to provide proof of AND membership after two reminders from membership chair.
	4. Collaborate with MAND president on sending welcome email to all new MAND members that includes member-only access to the MAND website
	5. Maintain a working document with all member information to provide to applicable board members
	6. Collaborate with MAND president in reaching out to prospective members by means of the Tennessee Academy of Nutrition and Dietetics, local healthcare facilities and universities, Tennessee licensure board, etc.
	7. Develop membership questionnaire as deemed appropriate by the board.
	8. Assist in the registration with all MAND functions that are member only events such as CEU and fall breakfast as applicable
6. **Budget:**
7. **Collaboration with other MAND Board Members:** President, President-Elect, Treasurer, Media and Marketing
8. **Timeline:**
	1. July: update membership form and ensure website information is up-to-date to obtain member dues.
	2. August: Begin reaching out to both new and old members for membership using previous year’s MAND and TAND membership lists
	3. September: Attend the Fall breakfast to assist with new members
	4. January: Begin working on a membership questionnaire to be sent to all members to help facilitate planning for the next year if deemed appropriate by the board
	5. Monthly: Check updated TAND list for new members and reach out for MAND membership. Confirm payment with treasurer and send new email addresses to media and marketing chair.