



## Society for Design Administration Membership Committee Chair Position Description

### Position Description:

The Membership Committee Chair is the lead person overseeing the Membership Committee. The Membership Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Membership Committee. The Membership Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Membership Committee Chair may remain the Membership Committee Chair for one additional year, at the discretion of the President Elect.

### What to Expect:

The Membership Committee Chair position is one of leadership - to direct and implement the vision that ExCom has established through the strategic planning process. The Membership Committee Chair must manage the members of the Membership Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Membership Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer.<sup>1</sup> An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Membership Committee Chair Report, monthly telephone conference call with Membership Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

### Time/Financial Expectations:

Event/Task	Time Commitment	Funded by SDA <sup>2</sup>	Not Funded	Anticipated Dates
<b>ExCom/Committee Chairs Strategic Retreat</b>	2 days	Airfare, ½ hotel, meals	N/A	June/August
<b>ExCom/Committee Chairs Conference Calls</b>	1 hour per month	N/A	N/A	Per schedule
<b>ExCom/Committee Chairs Conference Call Prep</b>	.5 hour per month	N/A	N/A	
<b>Membership Committee Report</b>	1 hour per month	N/A	N/A	Per schedule
<b>Membership Committee Conference Call</b>	1 hour per month	N/A	N/A	
<b>Miscellaneous email correspondence and tasks</b>	1-2 hours per week			
<b>Work on initiatives undertaken</b>	2 hours per week			

<sup>1</sup> Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

<sup>2</sup> During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

### **Duties and Responsibilities:**

- ◆ Oversees the Membership Committee
- ◆ Oversees the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
- ◆ Promotes the membership growth within existing Chapters and Members-at-Large
- ◆ Promotes networking among Chapters to assist in developing membership growth, and cooperation in giving and attending educational seminars
- ◆ Develops membership campaign ideas / tools for review and approval by ExCom
- ◆ Develops renewal reminder postcard and submits to ExCom and HQ for review and approval
- ◆ Works with Headquarters to contact non-renewed members.
- ◆ Coordinates membership packets with National Headquarters
- ◆ Prepares monthly Membership Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium)
- ◆ Attends annual EDSymposium
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the Membership Chair for BTD and such SDA communications as determined in schedule
- ◆ Acts as liaison to committees intersecting with the Membership Committee
- ◆ Works with Headquarters to keep Membership information updated on the SDA National website – headshots of committee members, announcements, call for entry, winners, etc.
- ◆ Prepares annual wrap-up report for the Membership Committee

### **Committee Purpose/Responsibilities:**

- ◆ To recruit members from all facets of the A/E/C industry
- ◆ Develop and distribute membership recruiting tools
- ◆ Member retention

### **Budgets Responsible to Develop:**

- ◆ Membership Committee to submit proposed budget to ExCom for final approval