

Position Title: Membership Officer

Position Description: Oversee the Calgary Chapter's membership needs

Responsibilities:

- 1) Welcome all new Members
 - a) Welcome Email
 - b) Add them to Specifier Mailing List
 - c) Add them to Chapter Member List
- 2) Keep Chapter Member List Current (Fiscally from January 1 – December 31)
 - a) Monitor how many members that have not renewed
 - b) Monitor how many new members we have
 - c) Remind members to renew their memberships
- 3) Assist any prospective member in application to become full member status and liaise with the Association office if necessary.
- 4) Attend Chapter Executive meetings and other Chapter events
 - a) Technical Meetings
 - i) Welcome Desk
 - (1) Check guest into Eventbrite at physical chapter events
 - b) Welcome new members at Chapter Meetings
 - i) Introduce them to other members
 - c) Ensure Membership Kits are available at all Chapter Events.
 - d) Manage Name badges provided to them by Marketing.
- 5) Attend Annual Chapter Meeting.
 - a) Deliver report to members at Annual Chapter meeting as required;
- 6) Reports
 - a) Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director; Assist with Exhibit C report.
 - b) Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- 7) Follow up on reports of discontinued membership and determine why the membership has been dropped;
- 8) Advise Chapter Executive on ways to encourage new membership;
- 9) Liaise with Association office and other CSC Chapter membership officers on membership related issues;
- 10) Promote CSC and the Calgary Chapter at every opportunity.

Range for expected Time Commitment: 3 to 4 hours per month