

MEMBERSHIP CHAIRPERSON

OFFICE RESPONSIBILITIES

- Work to encourage membership throughout the Association year.
- Review and update information and forms in the “Membership” section of the NCCCLA website, and/or send any changes to the Webmaster for posting.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Conduct an annual membership drive to coincide with the annual Association conference.
- Perform any tasks assigned by the President.

COMPOSITION OF MEMBERSHIP COMMITTEE

While there is no formal committee, District Directors may be asked to assist with promoting membership in their districts and other NCCCLA members may be recruited to help disseminate membership information at their institutions or at library-related conferences/events.

GENERAL PROCEDURES

- NCCCLA membership is from date of receipt of dues to one year following that date, as approved by vote of the NCCCLA membership in 2008.
- Annual membership drive:
 - Ensure that up-to-date membership information and forms are included on the annual conference website.
 - Ensure that a membership renewal form is included with any printed conference preregistration/registration information.
 - Have extra printed membership forms available at the registration table.
- Responsibilities throughout the year could include:
 - Contact member institutions individually or collectively to promote membership.
 - Contact individual conference attendees who did not join at the conference.
 - Contact individual former members who did not renew.
 - Send membership information to NC library school programs and any other organizations that might be interested in membership.
 - Notify Communications Officer of new members
- Membership list:

- Add life members to the list when they have been approved by the Executive Board (usually close to the time of the annual conference).

LENGTH OF TERM

Once appointed by the President, the Membership Chairperson will remain in office until a successor is appointed.

Amended: Fall 2020