



POSITION DESCRIPTION

Membership Committee Chair

1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Membership Committee Chair of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1** The APTA Idaho Board of Directors identified the need for the Chapter to promote the benefits of belonging to APTA to all PTs, PTAs, and PT/PTA students in Idaho. To accomplish this objective, the APTA Idaho Board of Directors developed a Membership Committee Chair position to lead these efforts.
- 2.2** The Membership Chair will work to ensure that all PTs, PTAs, and PT/PTA students in Idaho are aware of the association and association membership benefits.
- 2.3** The Membership Committee chair will lead efforts to plan and implement Chapter membership recruitment and retention campaigns and other efforts.
- 2.4** The Membership Chair plans, implements and evaluates membership campaigns, including all recruitment and retention efforts.
- 2.5** The Membership Chair leads efforts to maintain contact with District Chairs to plan and implement membership campaigns, including recruitment and retention efforts.
- 2.6** Term: The Chapter Board of Directors appoints the Membership Committee Chair for a two-year term.

3.0 REQUIREMENTS

- 3.1 Membership:** APTA Idaho member in good standing. May be a PT, PTA, PT/PTA Student, Retired or Life Member.
- 3.2 Experience:** No experience necessary.
- 3.3 Skills, Knowledge, and Abilities:** The ability to communicate effectively with the APTA Idaho Membership Committee. Working knowledge and easy access to the internet and email is essential.

4.0 REPORTING RELATIONSHIPS

- 4.1** The Membership Chair reports to the APTA Idaho Secretary and the Board of Directors.

5.0 AUTHORITY

- 5.1** The Membership Chair has the authority to contact District Chairs regarding membership recruitment and retention activities.
- 5.2** The Membership Chair has the authority to contact members and prospective members to encourage enrollment and retention of membership.
- 5.3** The Membership Chair has the authority to contact Idaho PT and PTA educational programs regarding membership recruitment and retention activities.