



## **POSITION DESCRIPTION**

### **Membership Committee**

#### **1.0 INTRODUCTION**

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, and authority of the APTA Idaho Membership Committee members.

#### **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, as well as a committee to help carry out the work.
- 2.2** Under the leadership of the Committee Chair, Membership Committee members will work to ensure that all PTs, PTAs, and PT/PTA students are aware of the association and association membership benefits.
- 2.3** Committee members will engage with Chapter members to identify emerging and ongoing issues and will assist in promotion of continuing competence activities conducted by the Chapter.
- 2.4** Committee members will participate in planning and implementing Chapter membership recruitment and retention campaigns and other efforts.
- 2.5** Term: The APTA Idaho Membership Committee Chair appoints individuals to join the committee for indefinite terms.

### **3.0 REQUIREMENTS**

**3.1 Membership:** APTA Idaho Chapter member in good standing is required. May be a PT, PTA, Student, Retired or Life Member.

**3.2 Experience:** None required.

**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. REPORTING RELATIONSHIP**

**4.1** Membership Committee members report to the APTA Idaho Membership Committee Chair.

### **5. AUTHORITY**

**5.1** Membership Committee members have the authority to contact any party as assigned by the Membership Committee Chair to carry out the Chapter's membership recruitment and retention efforts.