



Chapter Membership Chair Duties and Responsibilities

- Chair the chapter membership committee.
 - Use the Membership Development Manual (MDM) found in the Resource Library on the International website to lead the chapter membership committee in focusing on bringing in new members and keeping current members.
 - Develop goals for membership in collaboration with the chapter executive board and membership committee. Present goals to the chapter executive board and members.
 - Share the monthly membership message from the state, provincial or national (S/P/N) vice president for membership (VPM)/membership consultant (MC) at chapter meetings, via email and/or in chapter communications.
- Access the Alpha Delta Kappa (ADK) directory on the International website and update the chapter roster, as necessary.
 - Report membership information accessible on the chapter dashboard found on the International website. Analyze membership statistics found in the chapter dashboard. Share analysis with the chapter executive board and members.
 - Prepare membership reports and updates for executive board and chapter meetings.
 - Analyze membership needs to facilitate bringing in new members and keeping current members.
- Complete the Chapter Needs Assessment (CNA) in collaboration with chapter members and work with the membership committee and chapter president to analyze and finalize the goals. Go to the Resource Library on the International website to access the CNA form and timeline and the Member Needs Assessment (MNA).
 - Follow the information in the CNA timeline.
 - Ask members to complete the MNA.
 - Compile and analyze the results.
 - Share results with chapter members. Use the information to develop chapter goals, strategies and programs.
 - Complete the CNA and submit it online by the submission deadline.
- Coordinate efforts to keep current members engaged and the chapter vital. Analyze membership needs and interests. Share with the chapter executive board for future program planning.
 - Enlist mentors from the S/P/N executive board, S/P/N membership committee or nearby chapters.
 - Develop a plan using the CNA and MDM as resources.
 - Keep members connected by engaging them in chapter activities and sharing leadership responsibilities.
 - Communicate with sisters who miss a meeting with a phone call, email and/or note.

- Coordinate efforts to reinstate former members.
 - Invite former members to a chapter meeting or special event and encourage them to reinstate.
 - Use personal connections to contact former members.
 - Assist former members in completing the online reinstatement process.

- Coordinate efforts to bring in new members.
 - Engage in ongoing recruitment of new members.
 - Promote AΔK and the chapter in local schools and communities.
 - Invite outstanding educators to meetings or special events.

- Coordinate the new member initiation and onboarding processes.
 - Encourage members to bring in and initiate new members.
 - Encourage sponsors to meet with the prospective members to explain the purposes of AΔK, discuss member responsibilities and answer questions.
 - Obtain a badge for new members prior to the initiation ceremony.
 - Plan and conduct an initiation ceremony.
 - Assist the new members to complete the online form and pay dues immediately following the ceremony.
 - Assign a mentor to each new sister.

- Attend membership trainings at the S/P/N convention/conference, regional conference and/or other functions.

- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.