

Membership Chair

Organization: PPOC-AB North/Central/South Branch

Location: Alberta, Canada

General Function

The purpose and role of the Membership Chair is to oversee the process of soliciting and welcoming new members to the Branch and answer any questions a prospective new member would have.

Organizational Relationship

Accountable to: Branch Chair

Functional Relationship with: Branch Executive, Regional & National Membership Chair

Term Of Office

Term of office shall be for one (1) year and renewable via election.

Service Merits: Up to 20 service merits per year

Principal Responsibilities/Activities

- Offers membership drive suggestions and will be involved in all activities related to promoting PPOC to potential new members.
- Attends the monthly exec meetings and reports on status of the current membership member additions and deletions.
- Send a welcome acknowledgement email, to the new members providing contacts at the Regional and Branch level if they have questions about the organization.
- A personal telephone call welcoming new members to PPOC and greeting them at the first event is required.
- Advise them their information has been sent to the Communication Chair, so their email address is added to the monthly E-blast for information on new and past meetings.
- Name Tags – Arrange name tags and mail out for new Observer, Accredited and status changes on Accredited, members. Usually 2-3 times a year.

Voting Limitations

The Membership Chair shall not vote on issues of governance but shall have the right to vote on operational issues at the Branch level.



Skills:

- Have good listening, organizational and communication skills.
- Be aware of meeting rules of order.
- Knowledge of the PPOC guidelines and growth opportunities
- Approachable and friendly persona