

## **Responsibilities of the Membership Chair**

*The following section has been taken from the PLTE Bylaws:*

**Section V.E: Membership Chair:** The Membership Chair maintains all membership databases. This includes, but is not limited to:

- having full responsibility for the domestic membership database and the institutional membership database
- having co-responsibility for the International Membership database, along with the International Membership Chair
- designing and disseminating a current membership application (updating as needed)
- responding to every membership application to confirm membership (via email)
- handling members' questions about dues, etc.
- sending annual renewal notices and reminders to all members
- having a current and regularly updated email distribution list that covers all membership databases
- being prepared and willing to provide membership statistics upon request
- being prepared and willing to send broadcast emails to the membership at any time in a timely fashion
- being prepared and willing to prepare postal mailings to the membership at any time in a timely fashion, particularly to distribute the Journal
- receiving all membership applications and renewals and working with the Treasurer to make timely bank deposits of funds
- working to enhance the number of PLTE members
- working with the Nominating Committee to conduct the electronic/email voting process
- soliciting the participation of members to engage in necessary tasks or projects, for example, as Membership Committee members
- bringing issues to the attention of the Officers, the Executive Committee, and the membership
- participating in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- requesting that the Chair call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PLTE governance
- participating in determining when issues need to go before a vote of the general membership
- developing goals as needed and presenting these to the Officers and Executive Committee for approval
- proposing amendments to or revisions of the Bylaws
- maintaining social media/digital media accounts (e.g., Facebook and LinkedIn accounts), with Webmaster