

Midwest Regional Chapter Society of Quality Assurance



Position Description of Membership Committee

COMMITTEE

Composed of a chair and at least two MWSQA members-at-large (If needed) supported by Society of Quality Assurance (SQA) Headquarters (HQ)

- A Board of Directors (BoD) member to serve as committee chair is appointed by the President and approved by the BoD
- MWSQA members-at-large volunteers, as needed

Responsibilities

- Maintain a listing of all members*
- Assure current members are invoiced for the year's dues by mid-November (due by 31 December)*
- Support membership drives*
- Assure membership database is updated with member information*
- Assure SQA HQ sends out membership directory around August 1st and provide directory updates to accompany each newsletter*
- Forward final membership lists for each year to the Historical Committee Chair*
- Update BoD on membership activities and totals
- Provide membership applications and solicit new members at regional and national meetings
- Committee chairs will maintain a record of expenses and will submit an expense plan to the BoD once annual expenses exceed \$300.00
- Transfer all historical records to the incoming chair and be available to assist with the transition

* = Work in conjunction with SQA HQ to facilitate completion of this task.