
ALPHA DELTA KAPPA CHAPTER MEMBERSHIP CHAIRMAN

DUTIES AND RESPONSIBILITIES



CHAPTER MEMBERSHIP CHAIRMAN

CONGRATULATIONS!

You have been appointed as the
chapter membership chairman.



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- The chapter membership chairman is appointed by the chapter president in even-numbered years.
- Based on chapter bylaws or policies and procedures, some chapters assign the role of chapter membership chairman to the immediate past president
- The term of office shall be two (2) years.





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The chapter membership chairman is a vital partner and leader in membership development!

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The chapter membership chairman shall report membership information received from International Headquarters and the S/P/N vice president for membership/membership consultant to the chapter executive board by:

- Analyzing membership statistics provided by Headquarters and the S/P/N vice president for membership/membership consultant and sharing it with the chapter executive board.
- Preparing membership reports and updates for chapter executive board meetings.
- Accessing the Alpha Delta Kappa directory and updating the chapter roster, as necessary.

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The chapter membership chairman shall chair the chapter membership team.

- Use the Membership Development Manual (MDM) to lead the chapter membership team.
- Develop chapter S.M.A.R.T. goals for membership in collaboration with the chapter president and membership team and present goals to the chapter executive board and chapter members.
- Share the monthly *CMC Cornerstone* at chapter meetings.
- Analyze membership needs to facilitate recruitment, retention, and reinstatement of members, and revitalization of chapter.





MEMBERSHIP

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The four essential components of membership development are:

- Retention
- Recruitment
- Reinstatement
- Revitalization

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RETENTION

- Retention of chapter members is an important goal each year. Sisters need to feel wanted and needed. Get members involved in chapter activities.
- Keep members connected. Communicate with sisters who miss a meeting with a phone call, email or note.

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RECRUITMENT

- Recruitment of new members should be ongoing.
- Promote Alpha Delta Kappa in local schools.
- Invite outstanding educators to a chapter meeting or special event. Introduce guests to the members and members to the guests.

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REINSTATEMENT

- Invite former members to a chapter meeting or special event and encourage them to reinstate.
- Use personal connections to contact former members.

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REVITALIZATION

- Analyze membership needs and interests and share with the chapter executive board for future program planning.
- Enlist mentors from the S/P/N executive board or nearby chapters.
- Develop a plan using the Chapter Needs Assessment (CNA) and the MDM as resources.

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The chapter membership chairman shall coordinate the “New Member Process.”

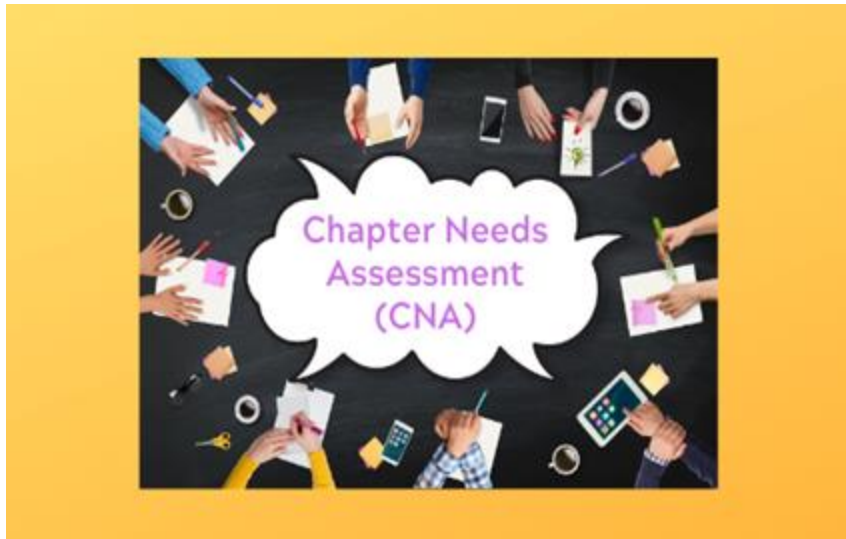
- Use the “New Member Process” to recruit and initiate new members.
- Encourage sponsors to meet with the applicant(s) to explain purposes of Alpha Delta Kappa, discuss responsibilities and obligations of members, and to answer questions.
- Obtain a badge for new members prior to the Initiation ceremony.
- Plan and conduct an initiation ceremony. Immediately following the ceremony, complete the ONLINE “New Member Registration” and pay dues.

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The chapter membership chairman shall write membership articles for the chapter newsletters and website, as requested.



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The Chapter Membership Chairman shall complete the CNA in collaboration with the chapter president and membership team.

- Follow the “CNA Timeline” information on the International website.
- Provide a copy of the Member Needs Assessment to members and request that they return it by April 30.
- Compile and analyze results.
- Share results with the chapter president and executive board. Use the information to develop chapter goals and programs.
- Complete the CNA and submit it online between May 1 and June 30.

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The chapter membership chairman shall attend membership trainings at the S/P/N convention and regional conference.

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The chapter membership chairman shall perform other duties as described in the chapter bylaws and policies and procedures, and as directed by the chapter president.

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Thank you for stepping up and assuming this leadership role in
Alpha Delta Kappa.