**MEMBERSHIP COMMITTEE CHAIRPERSON**

The Membership Chairperson of the Association, as appointed by the President, shall:

* Be responsible to and serve on the Executive Committee of the Association
* Appoint a Membership Committee of two but not more than four members, committee members should be from target areas of the association, if possible.
* Solicit new members by means of direct mail, email, telephone contact, and/or referral
* Review opportunities for advertising for new members
* Work with the Social Media Committee to promote membership in the Association
* Be responsible for administering and enforcing the outline rules of membership, presenting all membership applications to the Executive Committee for discussion and approval, and introducing newly accepted members to the Association membership
* Obtain Executive Committee ratification on all decisions, actions, and functions as proposed by or taken by the Membership Committee
* Convene the Membership Committee to work with the Secretary of the Association to prepare and present a slate of officer candidates for election by the membership during the annual meeting.
* Maintain records of dues and other notices to members
	1. Preparing and distributing election ballots, collecting and tabulating all election ballots and votes and
	2. Announcing the results of each election
* Be responsible, in conjunction with the Program Chair and Community Education and Outreach Chair, for engaging and structuring networking events throughout the year as agreed upon by the TBAFP board.
* Perform all other duties relative to the position.