



Membership/Mentoring Committee

Purpose: To provide and encourage membership in IAAP and to direct all membership activities of the Chapter, including orientation of new members, membership recruitment, and membership retention.

Duties:

1. Submit information to Communications Committee as appropriate.
2. New Member
 - When new member packet received from International, add Chapter information and mail to new member. Refer to the New Member Checklist.
 - Recognize the new member at a monthly meeting (President-Elect will do this when new member is in attendance).
 - Send New Member Orientation invitation and encourage attendance
 - Assign a Mentor (use sponsor if listed). (A copy of mentor roles/responsibilities is available.)
 - Write article for New Member Spotlight for the Bulletin
3. Recruitment
 - Prospective member inquiries received from Division: the Metro Lakes Council has procedures in place for handling these inquiries. If Saint Paul Chapter needs to follow-up on a prospect, the Membership/Mentoring Committee Chair will be notified
 - Other prospects: Make initial contact and send information as requested. Follow-up in about a month via email or postcard mailing. Follow-up monthly with Chapter meeting invitations and education program information
 - Follow-up phone calls if appropriate
 - Work with the Marketing/Publicity Committee to conduct recruitment mailings to downtown offices as appropriate. OfficeTeam is also available to assist in advertising our organization
 - New Members at Large (MAL): Chapter President will inform the Membership/Mentoring Committee when a new MAL has joined IAAP. Committee then makes contact with the new MAL to let them know about the local chapters. Follow-up as necessary.
 - Maintain PowerPoint presentations and videos for presenting to prospective members with local companies, colleges, etc.
4. Retention
 - Send email message or postcard reminder when first renewal notice received
 - Send follow-up note when second renewal notice received
 - When removed from active status, send exit survey with stamped envelope (or can make phone call).
 - When members renew, send thank-you email or postcard. Send employer thank-you letter if appropriate.



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Retention (continued)

- Maintain membership attendance records for each chapter meeting. If members have not attended the last two to three meetings, send a “We’ve Missed You’ postcard
 - Conduct chapter membership survey to gather feedback. Prepare summary of survey and comments/feedback, and share with the Board of Directors.
5. Have membership information/packets for potential members available at all monthly meetings and other events held by the Chapter.

Deadlines and Reports

- Submit fiscal year-end report to Chapter President upon request

Committee Structure

- Committee Leader
- 2-3 proofreaders

Skill Building

- Coaching
- Communication (written & verbal)
- Delegating,
- Follow-through
- Organization
- People Skills
- Personal Interaction
- Public Speaking
- Responsibility
- Teamwork