



Chapter Committees

Position:	Director -Membership Committee
Approved By:	APIC – Philadelphia and Delaware Valley Board of Directors
Approval Date:	May 3, 2024
Term:	2 year; elected by the chapter
Pre-requisite:	1 year committee participation
Voting Member:	Yes

1. General Description

- Disclose any conflict of interest at the time of appointment and report any updates during the year if there are changes in status
- Submit your contact information to the Chapter President to be included in the APIC Chapter 15 Board, Committee Chairs & Appointed Representatives Document
- Represent the mission, vision, principles, and beliefs of APIC Chapter 15 while serving in the role
- Communicate any questions or concerns that arise while serving in a position to the APIC Chapter 15 Board of Directors for discussion and/or actions
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings if requested
- Review the APIC Chapter 15 website for membership content quarterly; make website updates as necessary
- Review job description annually and update as needed
- Become familiar with APIC Chapter 15 policies

2. Director Responsibilities

- I. Coordinate and oversee activities related to your specific role including, but not limited to:
 - a. Serve as the lead to recruit, retain, and engage the members of Chapter 15
 - b. Invite and welcome volunteers to serve on the membership committee
 - c. Coordinate membership committee meetings at a cadence that is agreed upon by the members to effectively accomplish committee goals and objectives (e.g., bimonthly meetings); also determine the appropriate format for membership committee meetings (e.g., Microsoft Teams)
 - d. Delegate membership committee activities as needed
 - i. Ensure there is a dedicated volunteer to assist with new member outreach
 - ii. Review action items from past meetings and discuss progress; also set action items for new tasks
 - e. Create and maintain weekly information blast to members utilizing the DV APIC website
 - i. Serve as the point of contact for the weekly information blast. This position requires Admin privileges to the website to make changes to the Info Blast page, the Membership page, and other relevant pages as necessary
 - ii. Maintain responsibility for posting the weekly information blast and follow-up with a message to all members (via Post a Message feature) to alert members that the info blast is published and available for viewing.



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- iii. Provide reminders (verbal or written) to the Board and the chapter membership to provide content for the weekly information blast
 - 1. Items for the info blast may include:
 - a. Reminders about Upcoming Events
 - i. Chapter Meetings
 - ii. Conferences
 - iii. Educational Opportunities
 - b. CIC Study Questions and other Professional Development Items
 - c. IPC-related Job Postings
 - d. IPC-related Awareness Days
 - e. Other
- f. Deliver New Member Orientation Sessions as needed
 - i. Lead the session and coordinate and schedule the session through a platform for virtual conferencing
 - ii. Provide information on:
 - 1. DV APIC Website Overview
 - 2. Chapter Communications
 - 3. Member Involvement
 - 4. Programs & Activities
 - 5. Professional Development
 - 6. Making the Most of Your Membership
- g. Provide responses to members' questions or concerns that are sent to the Membership Coordinator directly, or via the Contact Us Form
 - i. Troubleshooting APIC profile
 - ii. Chapter Communication Issues (e.g., not receiving weekly info blasts)
 - iii. Connecting a member to a member of the Board or key partner as needed
 - iv. Connecting a member to a possible mentor or a resource
 - v. Other duties as requested
- h. Conduct membership surveys as needed to stay up-to-date on member needs, concerns, etc.
- i. Collaborate with Board and other key partners on activities that impact membership as appropriate