**SNANC Membership Chair Job Duties**

* Maintain database of current members as reported by NASN
* Run/send list of members to each regional president/membership chair before regional meetings (upon request) and several times/year (last year, lists were sent to all regions 5 times in addition to individual regional request)
* Compile reports for each board meeting and the annual conference
* Send current list of members to communication chair prior to email blasts (upon request)
* Provide list of members to website chair
* Send out membership satisfaction survey to lapsed members (sent twice since survey was created, the first included nurses whose membership lapsed August – March; the second included nurses whose membership lapsed April through June). I would recommend sending this about every 3 months.
* Report to the board the results of the membership satisfaction survey
* Encourage regional chairs to contact members whose membership lapsed/will lapse. Expiration dates are included in the reports sent by membership chair, along with contact information for each member. I have sent emails to members a few times this past year, but think it may be better to have regional chairs complete this task.
* Answer questions related to membership issues and promote membership in SNANC/NASN
* Serve on finance committee
* Provide regional membership numbers to treasurer in January/February for reimbursement to regions
* Attend board meetings and annual conference (Note regarding annual conference – prior to unification, the membership chair sat at a table and collected membership applications and payment. This in no longer appropriate since payment is made directly to NASN. I have made a board in the past promoting SNANC and had brochures on the table.)

Updated 8/2014

**Regional Membership Committee Job Duties:**

* Request membership list from Membership Chair at least 2 weeks prior to regional meetings and as needed
* Work with regional treasurer and program person to check meeting registrants’ membership status. (Non-members should pay a higher fee for registration at regional meetings.)
* Sit at registration table at regional meetings and assist with check in/confirmation of membership status.
* Contact nurses whose membership is due to lapse and encourage them to renew prior to expiration. Contact may be via email, phone, or mailing if preferred (State membership chair will provide contact information on membership lists).
* Contact nurses whose membership has lapsed and encourage them to come back.
* Promote membership with new nurses and non-members
* Assist State membership chair if needed at annual meeting