

## **Membership Committee**

### **Membership Committee Chair**

- Must be a member of the Academy and PHCNPG.
- Is appointed by the Chair
- Serves as a non-voting member of the Executive Committee (EC)

### **Term:**

- 2 years; can be reappointed once

### **General PHCNPG duties**

- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

### **Position specific duties**

- Responsible for coordinating activities listed in the job description and recruiting and appointing other members of the Membership Committee
- Develops and coordinates activities to provide better services to members.
- Develops and coordinates activities for PHCNPG membership retention and promotion.
- Develops and e-mails a message to former members (not renewed members) to encourage membership renewal.
- Searches and determines promotion ideas/items with input from the Executive Committee. Purchases promotion items as determined.
- Downloads membership data from the Academy's DMIS and make information available to the Executive Committee.
- Communicates with PHCNPG members on pertinent issues via newsletter, website, and discussion list.
- Reviews and updates job description as needed and submits it to the EC for approval.
- Trains the incoming membership chair and transfers relevant files.

### **FNCE Specific duties**

- Purchases the PHCNPG purple ribbons (200-250) each year with the Chair and the Membership chair and ensures they are brought to the kiosk at FNCE on Friday

# Public Health/Community Nutrition Practice Group

## Job Descriptions



- Coordinates activities for the FNCE MIG/DPG Showcase: (1) Staffing for the PHCNPG booth (2) Updating membership brochure and other recruitment materials as needed.

Original: 05/14

Revised/Approved: 5/03/19

**Information Currently in the Guiding Principles**

**Membership Committee**

- Chair: Appointed by the Chair of the PHCNPG Executive Committee Chair
- Length of time: 2 years with potential reappointment for a third year
- Function:
- Serves as a non-voting member of the Executive Committee.
  - Responsible for coordinating activities listed in the job description.
  - Performs other duties as specified in the current job description or as designated by the Executive Committee.

Original: 05/14

Revised/Approved:

05/13/19, 06/01/21