**INAFSM Board of Directors Job Description**

**MEMBERSHIP COMMITTEE CHAIR**

**Duties as Stated in By-Laws:** “Appointed by the Chair, the Chair of the Membership Committee would oversee Committee’s work on membership recruitment and shall serve in an advisory role to the Board. Membership Committee Chair shall coordinate through the Executive Secretary.”

**Responsibilities:**

* Attend all board meetings.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Lead Membership Committee and establish groups or sub-committees as needed to carry out Board and Committee goals.
* Work closely with Immediate Past Chair on membership outreach and recruitment.
* Responsible for membership webpage updates.
* Prepares and submits written report to Board members prior to each Board meeting.
* Carry out special assignments as requested by the board chair.
* Keeps job description and all Membership Committee Chair position documents up to date