

CCML Membership Committee

Membership Committee Duties/Charge

REV 5/15/2019

A membership committee, consisting of a chairperson and at least two members, shall market the benefits of CCML membership and work to recruit and retain members.

Duties List

Chair

- Serve on CCML Executive Committee and report on Membership Committee activity. If unable to attend meetings, designate a representative from Membership Committee to attend and make reports.
- Determine direction for the committee year.
- Set agenda for the committee meetings.
- Write annual report for committee activities.
 - Compiles statistics on membership levels (new members, renewals, inactive)
- Order and distribute CCML Membership Brochures as necessary.
- Serve as the contact person for student or librarian inquiries for mentorship / volunteer opportunities.

Outreach Coordinator

- Ensure name tags for each member are available for the meetings.
- Introduce new members and visitors.
- Send new member welcome email.
- As new members select volunteer/service opportunities in CCML, send information to President Elect.

Database Coordinator

- Maintains the electronic membership database.
- Monitors automated renewal process for currency and accuracy.
- Maintains various membership level statuses in the database.
- Coordinates with treasurer to manage non-electronic payments.
 - Membership status will be updated upon receipt of check (need not wait until the check is deposited)
- Archives inactive members.
- Generates statistics on lapsed memberships and other membership statistics upon request.
- Send email address of new members to the email listserv coordinator
- Notify other Membership committee members of new members.