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.