

This position is for three years. All members may apply.

Membership Chair

The responsibilities of the Membership Chair are to:

- Chair the Membership Committee.
- Maintain accurate membership records.
- Report membership data and issues to the Board and PNACAC.
- Encourage former and/or lapsed members to rejoin PNACAC.
- Attend and be an active participant in the Board meetings.
- Submit recommendations to the Board regarding membership policies, promotions, and procedures.
- Be involved in the design and distribution of membership brochures.
- Write articles pertaining to membership for the PNACAC newsletter.
- Respond to those with questions about membership in PNACAC.
- Submit an annual proposed budget to the Treasurer.
- Oversee official membership lists to approved individuals.
- Assume other responsibilities as directed by the President.
- Review membership applications to ensure that applicants meet membership requirements (i.e. Only colleges that are degree-granting, accredited and non-profit may be members.).
- Present petitions for membership by prospective members who may not be clearly qualified to the Executive Board for review.
- Will provide hard copies of membership certificates upon request.
- Work with other members of the Executive Board to institute and maintain professional development activities that will address members' needs.