

**Idaho Physical Therapy Association
Position Description
Membership Committee Chair**

1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Membership Committee Chair of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The Membership Chair serves to ensure that all PTs and PTAs in Idaho are aware of the association.
- 2.2 The Membership Chair plans, implements and evaluates membership campaigns, including all recruitment and retention efforts.

3.0 REQUIREMENTS

- 3.1 **Membership:** IPTA member in good standing for at least 2 years. (Committee members are solicited from each district.)
- 3.2 **Experience:** Previous member of an IPTA committee.
- 3.3 **Physical and Mental Requirements:**
 - 3.3.1 **Physical:** Willingness to travel to Chapter Meetings and to Idaho State University once per year for student membership presentation. Ability to articulate benefits of belonging to IPTA. Encouraged to attend APTA Membership Development Roundtable held at CSM and Annual Conferences.
 - 3.3.2 **Mental:** Requires good reading, writing and speaking skills. Requires good networking and interpersonal skills.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Membership Chair is appointed by the President of the IPTA.
- 4.2 The Membership Chair reports to the IPTA Secretary, the IPTA Executive Committee, the IPTA Board of Directors and the Executive Director.
- 4.3 Members of the membership committee (from each district) report to the Membership Chair.

5.0 AUTHORITY

- 5.1** The Membership Chair has the authority to contact District Chairs regarding their contact with new members entering their districts.
- 5.2** The Membership Chair has the authority to contact members and prospective members to encourage enrollment and retention of membership.
- 5.3** The Membership Chair has the authority to initiate membership campaigns with the assistance of APTA membership staff and IPTA Board of Directors.
- 5.4 Expected Reimbursement:**
 - 5.4.1** Postage for IPTA related correspondence.
 - 5.4.2** Telephone expenses for IPTA related business.
 - 5.4.3** Mileage reimbursement for membership presentations approved by the IPTA BOD.

6.0 TASKS AND RESPONSIBILITIES

- 6.1** Responsible to lead the Membership Committee in developing and executing annual membership campaigns.
- 6.2** Responsible to provide an annual report to the IPTA Board of Directors on the membership campaigns and results.
- 6.3** Responsible to review the APTA *On Target Online*, the monthly electronic newsletter that contains membership updates, ideas, and announcements of upcoming events.
- 6.4** Review the APTA *Membership Recruitment and Retention Handbook* which contains recruitment letters, telemarketing scripts, surveys and membership tips.
- 6.5** Network with members and non-members to encourage active membership in the IPTA.
- 6.6** Make follow-up telephone calls to former members who have not renewed membership, and have received a letter requesting the rejoin, from the APTA and/or IPTA.
- 6.7** Provide a summary of contacts made, and the outcome, to the executive director, monthly.

6.8 Interact with Idaho State University’s PT/PTA programs to provide membership benefits and application information to the PT and PTA students each year.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1** Developed and executed an annual membership campaign.
- 7.2** Provided annual reports to the IPTA BOD on the membership campaigns.
- 7.3** Networked with members and non-members at chapter and district meetings or conferences to encourage active membership in IPTA.
- 7.4** Made follow-up telephone calls to former members to encourage rejoining.
- 7.5** Provided summary of membership contacts to executive director.
- 7.6** Provided support to the ISU PT and PTA programs for student membership campaigns.

8.0 ACKNOWLEDGEMENTS

I have reviewed and understand the above position description. I also agree that the Board of Directors has the right to change this job description by providing notice to me of the changes.

Membership Committee Chair

Date

President of the IPTA

Date