

# Memphis Academy of Nutrition and Dietetics



an affiliate of the

Academy of Nutrition and Dietetics

## Membership Chair (revised 4/2015)

- I. Description of position: The Membership Chair will coordinate the printing of the MAND Membership Directory and maintain current membership list throughout the year.
- II. Purpose of position: To ensure that members are provided with an up to date directory of membership and to assure all MAND members are Academy of Nutrition and Dietetics members in good standing.
- III. How assigned: Appointed by the MAND President to serve a term of one year.\*
- IV. Term of Office: June 1 - May 31
- V. Primary Responsibilities:
  - a. In (early) June, prepare membership form for members to complete for directory and forward to MAND President to send out on e mail to current and prospective members (Sample form on MAND Website). Additional copies will be available at the Fall Membership meeting and assist in collection of membership forms and dues at that meeting.
  - b. Communicate with TAND Administrator to obtain current Academy membership list to ensure all persons paying MAND dues are Academy members. Compare the list to paid MAND members.
  - c. Request funding/sponsorship for directory from companies such as Abbot, Dietitian Associates, Sysco, etc. as soon as possible, as companies need to budget the request. (Anticipate cost of approximately \$350 for 200 directories.)
  - d. Receive membership forms. Please note MAND members can pay either through PayPal or snail mail. The members send all of their information +payment to the Treasurer. In turn, the Treasurer will send you the membership forms for you to update the MAND directory.
  - e. Membership Directory:
    - i. Note all changes to the directory. You will be given an **electronic spread sheet** plus a **directory formatted Word document** . You will update the information as you receive the membership forms from the Treasurer.
    - ii. Include the list of MAND Board of Directors, a list of area work places and health facilities and other information deemed necessary.
    - iii. Have sponsor's logo printed on the Directory if they desire (if one is even obtained).

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- iv. Distribute MAND Directory at the September Fall Breakfast. Mail any directories not picked up at those meetings.
  - v. Continuously update membership list throughout the year. Provide update versions of the list at **least once a month** and send to the following Board members: President, President Elect, Media, Marketing, Website Managers.
  - vi. Develop membership questionnaire, **if Board determines one is desired.** The President will distribute it via the e mail and questionnaires will be returned to the Membership Chair to tally.
- VI. Budget: Estimated cost of Directories is \$350 for 200 copies. Postage for mailing checks to the Treasurer and mailing Directories not picked up may be \$50.
- VII. Other Board members with whom this position works closely: President, President-Elect, Treasurer, Website Managers, Media, and Marketing.
- VIII. Number of Committee Members to accomplish tasks: Chair .
- IX. Time Line:
- a. August 15 is deadline for inclusion in Directory.
  - b. August 30 is deadline to get Directory to printer.
  - c. Fall meeting is the target date for distribution of the Directory.