



Job Description for IEEE Section officer MEMBERSHIP DEVELOPMENT CHAIR

IEEE membership development efforts include the development, implementation and evaluation of programs intended to recruit new members, retain existing members and recover members who have allowed their membership to lapse. The IEEE Membership Development Committee leads this effort and relies on the contributions and volunteer work of the Region, Section and Society Membership Development officers. Visit the IEEE web site for more information, www.ieee.org/organizations/rab/md/ .

The usual term of office for the position of a Section Membership Chair is one year. Term of office begins in January and continues through until the end of December. The time needed to fulfill this volunteer position is approximately 8 hours per month

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. If you plan to have a committee, you will need to identify members willing to volunteer (your Section or Membership Chair may have some suggestions). Members with past experience would be very valuable.
 - Contact committee members to set up a convenient time to meet
 - Plan for several meetings in advance
 - Determine goals for the year
 - Delegate assignments to committee members
2. For background information, review IEEE documents as they relate to Membership Development, including [IEEE Bylaws](#), [Policy Manual](#), and [RAB \(Regional Activities Board\) Operations Manual \(By 31 January\)](#). You can find links for these documents at www.ieee.org/officers.
3. Maintain Section membership records
 - a. You may be asked to manage the Section membership database (SAMIEEE). Visit the IEEE web at www.ieee.org/organizations/vols/samieee/ for more information. If you have not used the new SAMIEEE program and need training, please register using the online form at the above site.
 - b. You will be asked to provide a regular membership status report with recommendations to the Section Executive Committee.
 - c. IEEE membership statistics and charts are available on the web at www.ieee.org/organizations/rab/md/mdresources.html .
 - d. For general information on the IEEE Membership Development web site, visit www.ieee.org/organizations/rab/md/keyurls.html
4. Provide analysis through Section membership records:
 - a. To identify membership problems and opportunities
 - b. To identify opportunities for recruitment of new members within the Section

- c. To identify opportunities for member elevation within the Section. Could include elevation of Associate to Member grade or Member to Senior Member grade. For information on the elevation process for member grades and the forms required, please visit www.ieee.org/organizations/rab/md/membershipforms.html
 - d. For a guide to reading IEEE Membership Statistical Reports, go to www.ieee.org/organizations/rab/md/mdresources.html
5. Coordinate Section membership exhibits
- a. Coordinate membership exhibits for local conferences, including but not limited to use of IEEE Partnering Display Program (see www.ieee.org/organizations/rab/scs/prg/pubrel.htm).
 - b. Identify volunteers to staff booth, set up a staffing schedule with break periods
 - c. Submit requests as needed for membership development materials, including posters and applications, to IEEE Operations Center staff. For supplies and the request form, go to www.ieee.org/organizations/rab/md/mdresources.html.
6. Act as membership development resource within Section
- a. Communicate regularly with the Regional Membership Development officer
 - b. Serve as resource to members seeking information on Senior Member elevations
 - c. Communicate regularly with GOLD (Graduates of the Last Decade) www.ieee.org/gold , student representatives, www.ieee.org/students , and Chapter Chairs about membership recruitment and development opportunities within those groups.
 - d. Receive monthly mailings of Section membership statistics from IEEE Operations Center. For copies of the monthly (and archived) Membership Development Progress Report, see www.ieee.org/organizations/rab/md/mdprogrpt.html .
 - e. Provide all relevant records to successor at the end of term
 - f. IEEE provides a Membership Development Officer Resources site on the web at www.ieee.org/organizations/rab/md/mdresources.html .
7. Attend meetings. It may be appropriate that the Membership Development Chair attends and participates in the Section Executive Committee scheduled during the year. The Section Chair would advise if the attendance is required or requested and if any reports would be expected to be presented. For your activities, keep a log of activities you initiated, participated in, or organized to assist in developing reports. Also keep a communication log of who contacted you for information or membership reports and who you contacted for information or follow-up on a project.

8. Membership Initiatives. Each year there are IEEE initiative programs that can help recruit or retain membership in your section. Here are some that could have an impact in your area. For details, go to <http://www.ieee.org/organizations/rab/md/mdprograms.html>
 - a. Retention: Two-thirds of IEEE members that do not renew their membership in any given year are students and young professionals (GOLD). In talking to IEEE members in this group, the consensus was that this percentage can be substantially reduced through PERSONAL CONTACT from their IEEE colleagues. For more information on this program, visit www.ieee.org/organizations/rab/md/outreach.html .
 - b. Member-Get-A-Member (MGM) and Student-Get-A-Student (SGS) Programs. These campaigns encourage members to recruit their colleagues or fellow students to become IEEE members.
 - c. Senior Member Program. Becoming an IEEE Senior Member is a major achievement in a member's professional career. Find out how the Senior Member Program can benefit you, IEEE and your Section or Society. Visit www.ieee.org/organizations/rab/md/smprogram.html .
 - d. Nominate a Senior Member Initiative. The Nominate a Senior Member Initiative awards rebates to Sections and Societies for nominating candidates for elevation to Senior Member grade. The Senior Member Nomination Letter is an electronic document that is available for nominators to use and send to their prospective nominees. Visit the site for more information at www.ieee.org/organizations/rab/md/sminitiative.html .
9. Share your successes and communicate with other IEEE volunteers around the world. Join the Section/Chapter Volunteer Forum Virtual Community at https://www.ieeecommunities.org/section-chapter_vol.