

POSITION TITLE: Membership Development Chair (MDC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 08 October 2018

LATEST REVISION: N/A

Outline

The MDC is responsible for supporting the Sections membership targets as provided by R10. The MDC works closely with all section, chapters, women in engineering, young professional and student branches committee members looking for opportunities to encourage new membership, retain existing membership, help qualified members to upgrade their membership as well as to deal with other membership related matters.

ACTIVITIES

February – November, monthly

- Provide membership statistics for each section meeting

February – November, ongoing

- Provide support to members for membership upgrades
- Work closely with Student Branch committee for student branch activities as well as other related activities in their respective universities like University Open Day, seminar & conference

January

- Support the Student Activities Chair in formulating a plan and budget to encourage new student memberships like the "Free Student Membership Offer"

February

- Submit an article to Circuit editor for the March issue based on the advantages and process of upgrading membership. Article (update if necessary) can be republished on subsequent issues of Circuit
- Prepare a report on New & Upgraded members since the last issue of CIRCUIT to CIRCUIT editor for the March issue
- Advertise the "Free Student Membership Offer" (if any)

March

- To prepare a report for the April meeting of the success of previous years programs to drive membership growth and retention
- Prepare labels for posting of March issue of CIRCUIT by snail mail
- Manage the applications for "Free Student Membership Offer" (if any)

April

- Follow up with applications for "Free Student Membership Offer" (if any) and forward them to IEEE HQ for processing
- Continue the "Free Student Membership Offer" (if any) if spare budget is available

June

- Prepare a report on New & Upgraded members since the last issue of CIRCUIT to CIRCUIT editor for the March issue
- Prepare labels for posting of March issue of CIRCUIT by snail mail

August

- Participate at the annual UNITE event focussing on membership retention and upgrading of membership

September

- Submit an article to Circuit editor for the March issue based on the advantages and process of upgrading membership. Article (update if necessary) can be republished on subsequent issues of Circuit
- Prepare a report on New & Upgraded members since the last issue of CIRCUIT to CIRCUIT editor for the March issue
- Assist Nominations Chair with eVote (if necessary) for the annual election of Executive Committee
- Participate in WIE networking night (if any)

October

- Prepare an annual report on membership development for the Section AGM
- Send an email to the Section Executive confirming if you would like to continue the position into the following year
- Prepare labels for posting of March issue of CIRCUIT by snail mail

November

- Assist Nominations Chair to prepare result (if any or required) for the annual election of Executive Committee for announcement during AGM
- Attend AGM
- Assist on the registration of AGM & dinner attendance