

UPCRA
POLICY/PROCEDURE

COMMITTEE/CHAIR: Membership

SUBJECT: Role and Responsibilities

PURPOSE: To clearly define the role/responsibilities of the Membership Chairperson and to promote continuity when a new Membership chairperson is elected.

POLICY: The UPCRA Membership chairperson shall be appointed by the nominating committee. This individual shall be responsible for the overseeing of the member database.

LENGTH OF TERM: Two (2) years, with a maximum of two consecutive 2 year terms. (Bylaws Section 5:10)

PROCEDURE: a. Oversight of the Membership Committee by the chairperson will include, but may not be limited to the following duties:

1. Promote membership in UPCRA
2. Maintain membership mailing and email addresses and assure membership list is kept current on the UPCRA website by informing the website chair of any corrections/additions to the membership. (To be updated at least yearly on June 1st.)
3. Send out membership renewal letter & forms to current and non-renewed members from the previous year. Due date for this emailing to be sent first week of March. Membership renewal dues to be returned by March 30th.
4. Assemble ballots and email ballots (no less than 60 days prior to the annual meeting of members according to bylaws Sec. 4.10) to current members only with ballots to be returned by March 30th, or no less than 14 days prior to the annual meeting, according to bylaws Sec.4.11
5. The membership chair shall receive the ballots for the election of directors, shall tabulate ballots and clarify the results of the election. Refer to Bylaws Sec. 4.12 regarding any tie votes.
6. Email Scotty Roberts form to current members with membership renewal letter to be returned by March 30th or no less than 14 days prior to the annual spring meeting. The membership chair shall also collect the nominations for the Scotty Roberts Award. If, however, the membership chair is nominated for the award, the president shall appoint a past recipient of the award to receive the votes.
7. Deposit dues into bank; copy the receipt; mail the original to the treasurer.

8. Maintain a current list of Cardiac and Pulmonary Programs in our 2 state region and check to see if website current- notify website chair of any changes.
9. Provide members information regarding UPCRA and AACVPR membership
 - a. Notice of membership dues will be sent electronically by the membership chair with a deadline listed.
 - b. If the dues are not received by the deadline, the membership chair shall mail a written notice.
10. Keep members informed of updates/information via mass email
11. Bring membership application forms to all UPCRA sponsored events.
12. Provide answers to potential members of the benefits of UPCRA
13. Field questions from members and refer them to the appropriate person.
14. Serve on the nominating committee