

## MEMBERSHIP CHAIRPERSON

The MEMBERSHIP CHAIRPERSON shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Keep the Executive Board informed of membership activities.
- Develop and initiate an annual membership drive in order to encourage membership.
- Seek the approval of the President before membership materials are produced.
- Attempt to maintain a list of business education teachers and schools offering business education in the state. Assistance can be obtained from the publishing companies and Pennsylvania Department of Education directories.
- Print cards for membership acknowledgment. Have receipts available for those who need them.
- Send out membership renewal information and applications annually to all schools and business teachers in the state.
- Maintain accurate records of members and submit a current membership report at each Executive Board meeting.
- Receive and send dues and membership lists to the Treasurer.
- Prepare address labels to be used to mail PBEA materials.
- Prepare a membership report in writing for the conference.
- Orient the incoming Membership Chairperson to the duties of that office and turn over all materials at the conclusion of the conference.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.