

**Position Title:** Membership Chair(s)

**Term of Office:** 2 years as appointed by President

**Responsibilities:**

- I. Maintains member database, using standard commercially-accepted data security procedures
- II. May coordinate with a Membership Committee, Conference Registrar, Web Editor and/or check membership lists with Treasurer.
- III. Maintains backup copies of the list.
- IV. Publishes membership roster (with addresses and phone numbers) for the President, Board of Directors and membership annually (or more often as directed by the Board of Directors). Provides rosters to members for special projects as needed (i.e., register for conferences).
- V. Communicates regularly with membership to obtain updates and to correct incorrect information.
- VI. Supplies correct membership list with full credentials when requested from ILCA.
- VII. Obtains correct credential information from members, to maintain up-to-date list of IBCLCs
- VIII. Provides up-to-date region membership lists for area representatives.

**Meeting Attendance:**

1. Membership meetings
2. Board of Directors Meetings