Membership Development Committee

Official Responsibilities of the Committee
The duties of this committee shall include the following:

1. Study and make recommendations to the Board with respect to the development of membership promotional material, and membership promotional activities and programs to increase Society membership.
2. Develop and implement activities and programs to bring the aims and objectives of the Society to the attention of all members of the engineering profession to enlist endorsement, support, and affiliation.
3. Provide guidance and assistance to chapters in planning and conducting membership promotional activities to increase membership and that the chapter representative to the state Membership Development Committee is responsible for the conduct of the membership promotional activities at the chapter level.
4. Develop membership promotional literature, materials, etc.
5. Study and make recommendations to the Board with respect to the procedures for processing membership applications, transfers, etc.
6. Keep the Board informed of committee activities.
7. Prepare and present a written summary report at the Society's Annual Meeting covering the committee's activities during the year.
8. Prepare and submit for the consideration of the Budget Committee, and the review and approval of the Board of Directors, a plan of activities, programs, and projects that the committee proposes to undertake during the administrative year. The Committee's plan should include a description, time schedule, and budget of the anticipated expenses and revenues for each proposed activity, program, and project.

Duties
Members are asked to distribute monthly roster to officers and members, update chapter members about current recruitment and retention projects, distribute monthly articles to chapter secretary for newsletter, and display membership information at chapter meetings and events.

Volunteer Time Commitment
A maximum of one to two hours of time per month is requested to make this committee successful. This time is suggested for promoting membership in chapter newsletters, making chapter members aware of the current membership projects, and alerting chapter members of how they can help recruit and retain members.

Committee Meetings
The MDC meets four times a year. Meetings are conducted via conference call for approximately one hour.

FES Headquarters Contact
Amanda Hudson
Director of Member Services
850-224-7121
ahudson@fleng.org

Janice Faulk
Member Services Manager
850-224-7121
Janice@fleng.org