



Professional Chapter Officer Position: Membership Recruitment Leader

Term: 1 year (but can serve longer)

Time Commitment: 3+ hours a month

Required: No

Position Description

The chapter membership recruitment leader identifies, targets, and recruits people to be members and future leaders. This position represents SME and the chapter for new and prospective members. This position is critical to the vitality of the chapter and SME.

Responsibilities

- Work with the chapter chair to set and/or update member recruitment goals.
- Coordinate the membership recruitment committee and its subcommittees.
- Plan and execute yearlong membership recruitment programs that satisfy the chapter's recruitment goals.
- Encourage current members to take ownership of recruitment efforts and help identify and recruit prospects.
- Be knowledgeable of the different levels of membership.
- Know and understand SME's Governance document and bylaws-
- Know and understand all aspects of membership – dues, application, benefits, renewal, etc.
- Participate in SME National-sponsored membership recruitment programs.

For more information about the position, please see the [SME Governance document](#).