
SUBJECT: DUTIES and RESPONSIBILITIES OF THE DIRECTOR-AT-LARGE, MEMBERSHIP (CPM)

Director-at Large, Membership (CPM), is one of several positions charged with giving advice to the board on issues coming before them and is responsible for chairing the membership committee.

More specifically, these duties include, but are not limited to:

- a) Give membership status report at monthly board meetings
- b) Maintain close contact with the treasurer to
 - a. Receive and enter new and renewed membership applications in data base
 - b. Supply up-to-date membership list to Treasurer to forward to national AACPM with LSCPM dues
- c) Maintain a hard copy file of all membership applications
- d) Maintain the PC based membership data base
- e) Maintain/update CPTP Policy Board members (non-dues paying) in data base
- f) Provide membership reports in various formats, e.g., email addresses, snail mail addresses, LSCPM board member list, CPTP policy board member list, state department heads, etc.
- g) Produce/distribute hard copy or electronic copy of the yearly membership list
- h) Provide mailing list labels as needed
- i) Contribute articles concerning membership to the quarterly newsletter, *The Grapevine*
- j) Mail "hard copies" of newsletter to those members without email
- k) Maintain an up-to-date membership information brochure
- l) Distribute welcome letters to new members with membership brochure included

Term Limit. The Membership Director-at-large is eligible for consecutive terms.

JANUARY

- 1 Make copies of membership application for distribution at first business meeting

FEBRUARY

- 15 Write article for March newsletter with membership status and remind to pay dues

MARCH

- 1 Send out first invoice to members from previous year who have not paid the current year's dues (Give April 1 deadline so Treasurer can send dues to AACPM in April.)

APRIL

- 1 Send second invoice by email to members from previous year who have not yet paid the current year's dues
- 15 Obtain current list (mailing label format) from CPTP administrator of CPM/ CSTs

MAY

- 1 Send letter to members from 2 years ago asking them to consider joining again
- 15 Send letter to all past CPM /CST grads, not currently members, to ask them to join (June 1 is deadline for members to be included in membership booklet.)

JUNE

- 1 Produce hard copy of membership list for board
- 1 Arrange for electronic list to be sent to LACPM web master for publication on web site
- 1 Submit article for quarterly newsletter to be printed in June

JULY

AUGUST

- 15 Supply mailing labels (past CPM/CSTs) to conference coordinator to announce conference
- 30 Submit article for quarterly newsletter to be printed in September

SEPTEMBER

OCTOBER

NOVEMBER

- 30 Write article for newsletter to kick off membership drive
- 30 Revise year on membership app and include it in December newsletter

DECEMBER