



Chair Committee Position Descriptions and Timeline of List of Duties

MEMBERSHIP CHAIR

This committee shall – with cooperation and input from the Secretary – approve the application of all prospective Corporation members, and remain responsible for all recruitment and similar ancillary duties. However, nothing in subsection (a) limits the Secretary’s authority with regards to exercising his/her official duties as a Corporation Officer.

*The Membership Committee works very closely with the **Secretary** to maintain the Master Roll that includes the names and contact information for all members*

*Historically, the Membership Committee is really busy at dues time. The invoices for dues are disseminated by one of our board members. The **Treasurer** receives the invoices, payment and hopefully a mini roster from that state listing all employees who wish to be an OBI member. This state roster goes to Membership Chair and the OBI master roster is updated. The Membership Chair coordinates with the website committee chair to ensure the member’s email is places on our listserv master list.*

Membership committee responds to new membership inquiries and encourages them to join. In the past, the Committee has also reached out to new jurisdictions in an effort to solicit their membership.

Membership Chair Procedures:

1. Beginning in January the OBI Treasurer sends the Membership Chair copies of the renewal forms from the jurisdictions that have paid dues. The Membership Chair sends a copy of the current roster for that jurisdiction to the contact person at the jurisdiction and asks them to confirm the accuracy of the members listed. Necessary changes are made and the website management company is notified to change the list serve.
2. Starting in August the Membership Chair contacts all jurisdictions to verify the accuracy of the members listed on the Master Roll in anticipation of the elections that are held at the October conferences. Necessary changes are made and the website management company is notified to change the list serve.

3. Throughout the year the Membership Chair is notified of new investigators and those who have left. The Membership Chair sends a welcome to OBI email that is copied to the website manager advising them that they will be receiving information on how to access the OBI website.
4. The President or any author of an email to the list serve notifies the Membership Chair of emails that were unable to be delivered. The Membership Chair contacts the jurisdiction to verify the correct email and learn the status of the member. Necessary changes are made and the website manager is notified.
5. When the Membership Chair receives an inquiry about joining OBI, they contact the Secretary to determine whether the agency qualifies under the bylaws and verifies the classification of the agency as a small, medium or large organization. The Membership chair sends an informational letter about OBI along with the appropriate membership form to the person making the inquiry.
6. If the Membership Chair is at the OBI Conference, the Chair reaches out to delegates from new jurisdictions and welcomes them to the conference, introduces them to other attendees, and answers any questions they might have.