



Post Membership Chair/POC/Director Position Description

The Post Membership Chair or POC is primarily responsible for the recruitment and retention activities of SAME members at the Post level.

Duties include:

- Track [membership numbers](#) and report total members, new members, dropped members to the Post BOD and, if applicable, to Chairpersons of subgroups including Young Members, Enlisted and Student members for communication and planning purposes.
- Welcome new members with [information and resources](#)
- Follows up with members who are showing membership term dates that have expired or coming up for the renewal in the current month
- Identify potential new members and potential new sustaining member firms and provide them with [information on the benefits of SAME](#) Membership
- Encourage current sustaining member companies/agencies to ensure all of their available representative positions are filled
- Provide materials on SAME membership to non-members attending Post events
- Periodically provide a membership update to attendees at Post events and BOD for new member recognition in Post emails and/or newsletters
- Attend Post BOD meetings and Post events.
- Prepare a budget for submission to the Post Board of Directors to fund recruiting events and membership recognition activities.
- Form a Post Membership Committee and meet in person or via conference call on a regular basis. (If the Post is large enough to warrant and supply a committee)
- Advocate the benefits of SAME membership to AEC companies and individuals as well as working with the Post at local and other professional organization events
- Ensure relevant and updated membership information is available on the Post website
- Host events specifically geared to increase membership.