**Position:**  Membership Chair

**Organisation:** Association for Cardiothoracic Surgical Care Practitioners (ACTSCP)

**Responsible and report to:** ACTSCP President

**Term of reference:** 3 years

**Job Description:**

* Annual Vision and plan for next 3 years.
* Membership Chair is responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at annual conference and association meetings.
* Plan and implement membership promotion and retention programs.
* Gather, record, and retain membership statistics for records.
* Developing new member procedures and defining levels and types of membership (Qualified, Trainee).
* Coordinating membership procedures and fee with Treasurer.
* Contact and encourage members to register.
* Renewing existing members when qualified.
* Maintaining membership records.
* Communicating with the President and the Committee with the activities and trends to increase Members.
* Liaise with SCTS admin member for cross checking the total SCP membership candidates.
* Showing your members how much they mean to your organisation and show them the benefits of registration.

**Open Communication:**

* If any issues, then communicate directly with the ACTSCP President.
* Never withstand any bullying or harassment from anyone in the society.
* Understand the core values of the ACTSCP and SCTS vision and strategy.
* If you struggle with the workload, ask for help when needed.

**Finally:** If you think that you cannot do this job, please be honest and allow someone else to take this job over. It needs to be advertised to all members and recruitment will take place from scratch.

**\*Please note** that all ACTSCP executive chairs, will work with the education chair to set out a webinar and or a full day course on annually for their professional group/members.