

**Alaska Health Education Consortium**  
**DUTIES: MEMBERSHIP CHAIR**

1. Preside over the Membership Committee at each meeting.
  - a. At least 40 days prior to each general meeting, contact the President-Elect, if you have not already been contacted, to provide committee agenda items for the general agenda.
  - b. Attend and lead the committee meeting, or arrange for an alternate to lead the meeting if you will be absent.
  - c. Prepare a written Committee Report to be submitted to the Secretary prior to the end of each general meeting.
2. Attend all AHEC Executive Board meetings.
3. Maintain the membership list.
4. Welcome new members with a written letter and encourage them to be involved on a committee.
5. Members will be contacted by membership chair or committee member on the current and future happenings of AHEC.
6. Monitor the supply of AHEC stationery, brochures, and other materials. Take action as needed to maintain supply.
7. Maintain the Membership committee folder, and prepare succeeding Chair to assume this role.
8. Maintain AHEC brochure and facilitate review/revisions during odd numbered years

**Revised January 2002 (Joyce Guest Membership Chair)**  
**Revised February 2003 (Joyce Guest Membership Chair)**