



Membership Committee Responsibilities

Committee Chair - Mary Jo Stokes RN,CIC

stokes.maryjo@mayo.edu

1. Update, publish and distribute the annual directory utilizing National APIC list.
2. Recruit new members and provide welcome gift tote.
3. Conduct membership survey of additional needs.
4. Greet members and facilitate attendance on meeting days.
5. Introduce the New Member(s) to membership and take photo and provide welcoming gifts.
6. Follow-up with potential new members.
7. Track guests.
8. Generate membership attendance sheets.
9. Send information brochure to those interested in becoming members.
10. Submit goals and objectives as well as an annual report for publication.
11. Prepare yearly budget.
12. Collect "parking lot" questions.
13. Coordinate mentoring program and connect requests.
14. Track community outreach activities
15. Perform annual drawing of scholarships
16. Publish membership roster report.

Revised March 2010