

Membership Chair

Principle Function

Serves as membership chairperson and promotes membership in ALAO.

Duties Outlined in Constitution

1. Shall serve as Membership Chair, promoting association membership and ACRL membership and insuring the accuracy of membership records,
2. Shall perform such other duties as are
 - a. required of the office of Membership Chair or
 - b. specifically authorized by the Executive Board.

Specific Activities

1. Promotes membership in ALAO,
2. Writes letters welcoming new members; bulk of activity in spring and fall,
3. Reports status of membership and related membership issues at Executive Board meetings,
4. Maintains records of current Chapter members and answers queries about membership status,
5. Communicates with liaison officers regarding membership status of ALAO members, lapsed members, and new members from their institutions,
6. Appoints new ALAO liaisons as needed,
7. Coordinates a meeting of liaison officers at the annual conference, as appropriate,
8. Provides notices to the Newsletter Editor regarding membership renewal,
9. Promotes membership in ACRL,
10. Coordinates the production and updating of the ALAO Membership Directory,
11. Serves as an ex officio member of the Public Relations/Outreach Committee. In conjunction with the Committee, coordinates staffing of a membership booth at the annual conference; supplies both ALAO and ACRL materials,
12. Serves as a member of the Budget and Planning Committee.

Membership Requirement: Strongly encouraged to belong to ALA/ACRL

Length of Term: Two years