



Advancing the Future of Public Safety



**Position:** Membership Committee Chair

**Prerequisite:**

Be a member in good standing with the IMSA International and IMSA Ontario Trillium Section.

**Term:**

This position is appointed by the Board for a term of one (1) year at a duly called Annual General Meeting. This position may be re-appointed for a subsequent three consecutive terms, or as the Board desires.

**Amount of time required for position:**

Ten (10) hours per month. This does not include all IMSA Board meetings. In person meetings to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually one-half day each, virtual meetings are usually three (3) hours each.

**Duties:**

Identify and address member needs and concerns.  
Promote the value of membership and encourage members to stay involved.

**Recruitment and Retention:**

- Develop and implement strategies to attract new members.
- Identify and address potential barriers to membership.
- Implement strategies to retain existing members and address any issues that may cause them to leave.
- Represent IMSA and advocates on behalf of the Association and items that affect and/or pertain to IMSA. Reports back to the Board of Directors on items that impact or are relevant to the work of the Association.



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## Role Statement and Responsibilities

- Shall be available to assist the IMSA President and Directors to complete activities related to their respective Committees.
- Shall conduct special assignments and be identified by the Executive committee or the President.
- Shall attend as many Technical Sessions or Functions as possible in order to maintain contact with the membership.
- Shall solicit members and non-members for technical articles for the Newsletter.
- Shall perform duties and responsibilities in accordance with the organization's charter and by-laws
- Shall utilize the IMSA Ontario Trillium Section file server for all files, (currently Google Drive).