

FMA Chairperson Descriptions and Duties

Recruiting and Membership Chair

The UW-Bothell FMA Recruiting and Membership Chairperson reports directly to the chapter Vice President, and is responsible for maintaining records of membership, recording and reporting member participation statistics, and developing and implementing recruiting events. The duties of the Recruiting and Membership Chair are as follows:

1. Record member attendance at all chapter events.
2. Receive, processes, and maintain membership application records.
3. Generate and submit monthly membership participation report to chapter Vice-President.
4. Record and report monthly progress toward recruiting goals to chapter Vice-President.
5. Working with the Events Officer and Marketing Officer, develop and execute board-approved quarterly recruiting events.

Additional duties may be included, and the above listed duties may be adjusted as the chapter President deems necessary.