**AHPA Board of Directors Position Description**

**Membership Chair**

**Description:**  The AHPA Membership Chair is responsible for recruitment, retention, and recognition of AHPA Members and chairs the Membership Committee

**Term:** 2 year term

**Tasks:**

* Coordinate the annual membership drive including marketing and recruitment activities
* Oversee membership process and list.
* Work with Webmaster to ensure Membership information is disbursed to all members and potential members.
* Keep track of members profession & demographics.
* Ensure welcome letter, AHPA membership numbers & tax receipts go out to each member.
* Create a membership list for “public access”.
* Increase awareness of AHPA working with our supporting partners.
* Ensure committee has regional representation of Canada, i.e. Atlantic, Quebec, Ontario, Prairies, and BC/Yukon/Territories as well as representation of major disciplines
* Coordinate advertisement and awarding of Lifetime Achievement Award and assist with any other awards that may be relevant for the organization.