



## Membership Chair Roles & Responsibilities

It is the responsibility of the Membership Chair to act in the best interest of all counselors in the State of Delaware and represent them as a member of the Delaware School Counselor Association Board.

The Membership Chair will:

- Keep detailed and accurate track of yearly memberships, maintaining a database of members.
- Provide checks in a timely manner to the Treasurer.
- Provide membership data to the Board at meetings.
- Work in collaboration with the Professional Development Chair and Treasurer to keep track of funds related to those areas.
- Work in collaboration with ASCA to determine which members paid through ASCA.
- Distribute membership email addresses for the monthly newsletter.
- Provide members with the benefits of joining DSCA.
- Update state directory of counselors.
- Attend Board Meetings, DSCA sponsored events, and the annual DSCA Conference.
- Maintain active membership of ASCA, DSCA, and the county counselor's association.
- Fulfill other requests deemed necessary and appropriate by the DSCA Board.
- Serve for a one-year term. Should a life event occur that prohibits the Membership Chair to perform their role, they will contact the President in a timely manner to help determine a course of action.