



Updated 2/17/10

MEMBERSHIP COMMITTEE RESPONSIBILITIES

EMPHASIS

The emphasis of the Membership Committee shall be to encourage qualified prospective members within the Section area to join the ITE.

GOALS

In order to retain two International Directors, District One must account for more than 14 percent of the Institute's voting membership. The Met Section Membership Committee must do its part to complement the Upstate and New England Sections' efforts to maintain this level.

OBJECTIVES

1. Promote the advancement of transportation and traffic engineering by fostering the close association of professional engineers with the transportation and traffic engineering profession and the Institute.
2. Conduct seminars at area firms and agencies to explain the benefits of membership in ITE and encourage prospective members to join. Benefits include: the monthly ITE Journal, the opportunity to participate on ITE committees and councils, discounts on ITE publications, etc.
3. Establish a membership contact at each large firm and agency in the Section area. Call periodically to solicit his/her help in encouraging prospective members to join.
4. Invite new members to attend their first Section meeting for free. Encourage their active participation on committees.
5. Maintain the Section mailing list.
6. Contact members whose dues are nearly one year in arrears and encourage them to pay before National terminates their membership.



7. Announce availability of membership prospectuses at Section meetings. The membership prospectus is provided by National and includes: applications with instructions, the Institute Constitution, a publications catalog, and a copy of the ITE Journal.

RELATIONSHIP TO OTHER COMMITTEES

1. Program Chairperson – provide sets of mailing labels for the meeting announcements.
2. Newsletter Editor – provide sets of mailing labels for the Newsletter.
3. Arrangements Chairperson - inform which new members plan to attend each meeting for free.