

Indiana Library Federation Membership Committee Membership Captain Job Descriptions

Association Membership Captains Job Description

1. The vice chair, or chair elect, or designee will act as the association membership captain during her or his tenure.
2. The association membership captains duties are consistent with the duties and purpose of the entire Membership Committee as stated in the standing rules of the Membership Committee.
3. Association membership captains are expected to attend a membership campaign kick-off event, usually held in August.
4. Association membership captains will act as liaison between associations and the Membership Committee.
5. Association membership captains are invited to report on recruitment techniques to the Membership Committee.
6. Association membership captains must be current personal or trustee ILF members.

Division Membership Captains Job Description

1. The vice chair, or chair elect, or designee, will act as the division membership captain during her or his tenure.
2. The division membership captains duties are consistent with the duties and purpose of the entire Membership Committee as stated in the standing rules of the Membership Committee.
3. Division membership captains are expected to attend a membership campaign kick-off event, usually held in August.
4. Division membership captains will act as liaison between their division and the Membership Committee.
5. Division membership captains are expected to work with district membership captains in organizing and staffing a membership recruitment table for all specialized conferences and meetings which pertain to libraries and are held in the state.
6. Division membership captains are invited to report on their recruitment techniques at the membership campaign kick-off event or the district officer orientation.
7. Division membership captains are encouraged to recruit potential members from within their area of interest or specialization.
8. Division membership captains must be current personal Indiana Library Federation members.

District Membership Captains Job Description

1. District membership captains will be elected (or appointed by the district chair) for a one-year term. Captains may serve up to three (3) consecutive (1) one-year terms.
2. The district membership captains duties are consistent with the duties and purpose of the entire Membership Committee as stated in the standing rules of the Membership Committee.
3. District membership captains are expected to attend a district officer orientation, usually held in November, and a membership campaign kick-off event, to be held in August.
4. District membership captains will act as the liaison between the membership in the district and the Membership Committee.
5. District membership captains are expected to organize and staff a membership recruitment table at their district conference and work with division membership captains to organize and staff a membership recruitment table at all library-related conferences and meetings held within their district.
6. District membership captains are encouraged to report on their recruitment techniques at the membership campaign kick-off event or the district officer orientation.
7. District membership captains will recruit on-site library membership captains for libraries with over fifteen FTE's.
8. Submit a list of Library membership captains complete with addresses and phone numbers. Supply the Indiana Library Federation office with a copy of this list by January 1st and continue to update the list as necessary to keep it current.
9. District membership captains must have current personal or trustee Indiana Library Federation membership.