

**MEMBERSHIP / CERTIFICATION CHAIR**

1. Provide Membership training at Leadership Training.
2. Implement a new State membership campaign each year.
3. Help local chapters with membership campaigns.
4. Keep accurate records of all memberships and their expiration dates, including Industry Members.
5. Provide membership reports when requested.
6. Verify membership status for Nomination Committee
7. Approve applications for meetings for CEU's and provide a certificate for the approved meetings.
8. Be a resource to the Executive Board on current criteria and requirements for the certification program and work with USOE CNP Net Coordinator with resource material and classes for certification.
9. Put an article on the SNAU website pertaining to certification and membership.
10. Prepare Membership packet with application forms, membership campaign, brochures and general instruction material. This packet should be available for all Chapter President and distributed at the Area Meetings, Leadership Meetings and House of Delegates or upon request.
11. Prepare certification packet with application forms, criteria for certification, program approval forms, brochures and general instruction material. This packet should be available for all Chapter Presidents and distributed at the Area Meetings, Leadership Meeting and House of Delegates or upon request.
12. Provide a written report on membership numbers and certification for each SNAU board meeting.
13. Attend and serve as a voting member of the House of Delegates, or send and alternate if you cannot attend
14. Submit a written annual report to the SNAU President by May 1<sup>st</sup> to be included in the House of Delegates folder.