

Ohio Association for Behavior Analysis

Membership Committee Chairperson Position Description

Term: Two years, but renewable without limit

Estimated Time Commitment: approximately 5-10 hours per month, but up to 15 hours per month immediately prior to and following the annual conference

General Overview: According to the OHABA Bylaws, the Membership Committee shall receive and process applications for membership and give notice of all inductions into membership. This committee is responsible for maintaining a database of current members, interested parties and contacts, and seeking out opportunities to increase membership through public awareness. This committee will keep a membership database containing the name and address of each and every member. This committee shall keep membership records up to date and inform members of upcoming dues and renewals at least three months prior to the due date. All membership dues must be turned into the Treasurer.

General Responsibilities

- Forms and presents a Membership Committee to the Board for approval.
- Hold four committee meetings per year and submit meeting minutes to the Board 5 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Monitor and manage email sent to Membership Chairperson no less than on a weekly basis.
- Contribute to, facilitate, or lead a minimum of one OHABA event per year.
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event.
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

Specific Responsibilities:

- Works collaboratively with OHABA's Secretary regarding maintenance of the membership records, summarizing membership data (e.g., number of members by category, members who are BCBAs, ABAI members).
- Recruits OHABA members and attendees to OHABA's annual conference.

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- Works collaboratively with the Program and Marketing Committee's in membership recruitment efforts.
- Utilizes BACB certificant registry and identifies regional universities with behavior analysis programs to identify potential members.
- Annually review OHABA Bylaws regarding membership categories and dues and make recommendations to the Board if revisions are needed.