

# California Academy of Nutrition and Dietetics Coastal Tri Counties District

## Membership Chair Duties/Annual Timeline

Membership Year Runs from June 1<sup>st</sup> through May 31<sup>st</sup> the following year  
Membership Drive/ Recruitment will be done May 1<sup>st</sup>-May 31<sup>st</sup> with a payment deadline of May 31<sup>st</sup>

### May/June

- Obtain list of current CAND members in Coastal Tri-Counties District from Pat Smith ([patsmith@dietitian.org](mailto:patsmith@dietitian.org)) (June)
- Send out recruitment email to non-CTC members in the area encouraging them to join. (June)
  - See canned email from previous years
- Work with Email Chair to send out renewal reminders once you get the list from CAND
- Send updated CTC roster to CTC President.
- Membership dues are due by May 31<sup>st</sup>. If dues not received by June 30<sup>th</sup>, member's name does not appear in the Official CTC Roster.

### July/August

- Attend Summer board meeting. Provide membership update: current numbers, new members
- Finalize the official CTC Roster and share with President

### Sept/Oct

- Attend Fall Networking event in your county

### Jan/Feb

- Attend Winter Workshop

### March/April

- Attend Spring Fling

### Ongoing Monthly duties

- Check CTC gmail account: [CTC3membership@gmail.com](mailto:CTC3membership@gmail.com) Password: coastaltri3; respond to any member inquiries
- Enter information from electronic CTC membership applications and scanned applications from treasurer onto CTC roster
  - Excel spreadsheet: page 1 has all member info, page 2 has email addresses only
  - Send list of new member emails to Bridget at CAND ([bridget@dietitian.org](mailto:bridget@dietitian.org)); she will add to the email ListServ.

\*For each electronic application, you will receive two emails: one is the membership application from the member and the other is the receipt of payment received from the treasurer; save both emails for future reference.