**Position title: Membership Development Chair**

**Brief position description/overview:**

This goal of this position is to welcome and engage KACE members in the organization. In addition, the chair is responsible for the coordination of scholarships and recognizing members for contributions to their profession and/or KACE.

**Bulleted list of duties/responsibilities**

* Send welcome/KACE membership emails to new and returning members (upon renewal)
* Publicize and coordinate the application and selection process for KACE member scholarship along with the membership committee
* Publicize and coordinate the application and selection process for KACE non- member scholarship along with the membership committee
* Publicize and coordinate the nomination and selection process for KACE awards along with the membership committee
* Prepare and present awards at annual conference
* Collaborate with Technology Chair and Treasurer to answer questions about membership and payment status
* Encourage members to fill out spotlights to encourage connections through KACE
* Select a slate of nominees for elective positions.

**Bulleted list of qualifications or skills needed to fulfill this position**

* Strong written communication skills, especially via email
* Ability to collaborate with others
* Strong time management and organization needed to track new member registrations and follow-up with members in a timely fashion