

Charges for the Membership Director, 2025-2026

1. Shall work with Regional Directors, CCP Chair, and Chapter Presidents on developing best recruitment and retention practices and communicating ideas to State Chapters and Executive Board.
2. Shall serve as the Chair of the Membership Committee.
3. Shall explore incentives and strategies for promoting the value of NADE membership to other SSA components, including Administrative Law Judges, SSA Field Offices, Regional Offices and Central office personnel.
4. Shall write an article for the Advocate highlighting the benefits of NADE membership.
5. Shall be responsible for mainlining the membership database.
6. Shall work closely with the Treasurer to promptly resolve any problems with membership records.
7. Shall prepare quarterly membership reports for distribution to the NADE Board.
8. Shall work with the Professional Development Committee Chair to add new or renewed certification information to the membership database.
9. Shall prepare and distribute sample recruitment material, maintaining and updating as necessary, for use at various membership levels.
10. Shall arrange for each new member to receive an acknowledgement letter and membership packet electronically that will include a copy of NADE's Code of Ethics, unless they request to receive physical copies by mail.
11. Shall prepare renewal notices for each corporate member.
12. Shall resolve all complaints from chapters and/or members about membership processing and report any problems that cannot be resolved or that indicate a systemic issue to the Board.
13. Shall review and approve all requests for membership grants.
14. Shall notify the Treasurer to distribute funds for membership grants.
15. Shall collect and maintain data on how membership grants have been used.

16. Shall coordinate the membership contest and be responsible for presenting membership awards to the contest winners.
17. Shall work with NADE's website contractor and NADE's President to ensure the NADE website remains a viable communication tool for the Association, professional in its appearance and inviting to members, potential members, and other visitors to the website.
18. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
19. Shall mentor their successor in this role.
20. Shall send copies of all correspondence to the NADE President and President-elect.
21. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.