

KAPPA KAPPA IOTA MEMBERSHIP ACTION PLAN

Things to consider before targeting a state for a membership activity:

- Is the state struggling with membership numbers?
- Number of prospective members?
- Unorganized state with MALs/prospects?
- Prospective Campus Chapter?
- Is the state on the National President's visitation schedule?

If so, they will not be a target state.

RESPONSIBILITIES

NATIONAL (Executive Director, National President, National Membership Chair)	STATE/LOCAL (State/Local President, State/Local Membership Chair)
1. NEC choose target states at March Mtg.	1. Meet at National Convention with Nat'l Pres. and ED to discuss type of function, date, timeline for implementation, etc.
2. Immediately following March Meeting. contact made by letter from Nat'l Pres. Elect & NMC to SP of selected state(s).	2. SP complete form in State Pres. Packet for assistance from Nat'l HQ & visit from ED.
3. Meet at National Convention w/ State Presidents to discuss type of function, date, timeline for implementation, etc.	3. Coordinate/communicate with the ED, NP, and NMC in organizing a prospective membership function.
4. Nat'l HQ will provide Membership Brochures/Printed Materials, etc. to State/Local Chapter as requested.	4. Select location for function, plan event, and send invitation (RSVP) to prospective members. Send invitation list to Nat'l HQ.
5. Nat'l HQ will send letters to prospective members encouraging their participation.	5. Coordinate with the SP/ED for Membership Brochures/Printed Materials and responsibilities for other expenses.
6. Provide financial assistance to state if state is unable to provide needed monies. (ED/NP will check the budget and e-mail NEC for approval of expenditures when necessary.)	

NEC - National Executive Committee

SP - State President

SMC - State Membership Chair

ED - Executive Director

NP - National President

NMC - National Membership Chair