

MEMBERSHIP

PURPOSE

Working with the section and program chairperson, the membership chairperson contributes to the creation of a positive environment for improvement and growth in the local section. This effort is aimed to retain current members, attract new members, and encourage involvement and volunteerism from all members.

RESPONSIBILITIES

The responsibilities of the membership chairperson are divided between *retention* of existing membership and *development* of new members and recent graduates. The society is successful because of the dedication of the membership and the efforts of individual members to recruit new members. As the section membership chairperson, you are to

- Develop a long-range membership development and retention plan
- Set section membership goals
- Establish a section membership committee
- Generate an action plan to achieve goals
- Budget funds for membership activities
- Coordinate with other section officers on activities and programs
- Establish recruitment awards
- Promote and monitor the section membership contest
- Communicate with SPE staff

STRUCTURE

The techniques that prove effective in membership recruitment and retention will vary from section to section based on section size, location, and culture. However, membership recruitment and retention is the responsibility of every SPE member. Because the scope of activities involved in membership retention and development are extensive and time-consuming, you may choose to create a membership committee.

Individual membership committee members should be assigned responsibility for each of the following areas:

Membership Retention

Responsible for contacting and encouraging renewal/reinstatement of members who are delinquent in paying their dues or who have dropped their membership. The SPE sections manager can provide the following reports in support of this effort:

- Unpaid dues list
- Dropped members (those who have not paid dues in over 1 year)
- Change of address forms and the transfers from other sections

Membership Recruitment

Responsible for maintaining lists of prospective new members and developing recruitment campaigns and programs to encourage membership. SPE can provide recruiting brochures to use in these efforts. The best resources for locating nonmembers include

- Nonmembers attending section meetings and events
- Colleagues and friends of current members
- Names from local industry publications
- Training school attendance lists
- Student members whose membership status has changed to “graduate;” these graduate members are indicated on section rosters. Note: Graduates who were SPE student members in good standing are eligible to receive their first year of professional membership at the student membership rate.
- Other technical societies

Key Contact Program

Responsible for developing a key contact program that identifies an SPE member in each of the large companies that operate locally. These key contacts assist in promoting membership in their workplace. Resources available include

- SPE report on past service of members
- Roster of section members with company and email addresses

Publicity and Advertising

Responsible for publicizing SPE membership benefits, developing displays for meetings and conferences, preparing newsletter reports, and advertising where appropriate. Resources include

- Section newsletter and/or website
- SPE member credit and awards reports
- Other technical society publications
- SPE member benefits literature

BEST PRACTICES

Successful membership chairpersons have identified several fundamental concepts upon which successful retention and development programs can be built.

1. The membership must feel that the SPE section is a "local" affair. Sufficient representation and resources must be available at the local level.
2. The benefits and services available to SPE members must be well publicized.
3. Membership retention and development must be visible to be considered important.

Ideas for activities that evolved from these concepts are

- Communicate information to the members on the monthly membership statistics (total, new, transferred, and dropped members; membership recruitment credits; etc.) and the status of the section membership contest. This may be published in the monthly newsletter, posted on the website, or presented at the section's monthly meeting.
- Identify recruitment or retention issues in the section and create local solutions. The problems in any given section can range from currency difficulties in dues payments to encouraging individuals in upper management to join SPE.
- Membership recruitment incentive awards should be presented publicly at section meetings.

SPE PROFESSIONAL MEMBERSHIP DUES

SPE believes that building a broad spectrum of members worldwide strengthens our organization and benefits the industry. For this reason, SPE has a progressive dues structure. For additional information about the dues structure, including the list of countries in Category 1, visit www.spe.org/dues. Annual dues notices are sent in the last quarter of each year. Dues may be paid online at www.spe.org/renew.

| SPE Dues | | | | | |
|--|----------------|---|-------------|-----------------------|-------------|
| All dues are in US dollars (USD) | | | | | |
| Category 1 High-Income World Bank Countries | | Category 2 All Other Countries | | | |
| Under Age 30 | Age 30+ | Under Age 30 | | Age 30+ | |
| | | Monthly Salary | Dues | Monthly Salary | Dues |
| USD 60 | USD 90 | Less than USD 800 | USD 10* | Less than USD 800 | USD 10* |
| | | USD 800–1,500 | USD 25 | USD 800–USD 1,500 | USD 30 |
| | | More than USD 1,500 | USD 50 | More than USD 1,500 | USD 80 |

*Includes *JPT Online* only. A mailed *JPT* subscription requires additional fees.

Under certain circumstances, SPE offers a dues waiver for members facing disability, unemployment, or compulsory post-graduation military or social service.

REINSTATEMENT

Former members who allowed their membership to lapse may complete an application and either retain their original election date by paying all dues owed during the years lapsed plus current dues and a reinstatement fee, OR receive a new election date by paying current dues plus a reinstatement fee.

| Entrance/Reinstatement Fee | |
|--|--------|
| Category 1 countries | USD 20 |
| Category 2 countries with salary more than USD 1,500/month | USD 20 |
| Category 2 countries with salary from USD 800 to 1,500/month | USD 10 |
| Category 2 countries with salary less than USD 800/month | USD 5 |