

Membership reports are sent to chapters on a monthly basis. Every effort is made to have the reports emailed to each Chapter's Board of Directors on or before the 15<sup>th</sup> of each month for the preceding month's activities. Electronic reports are sent in Excel format.

Here is a brief description of each report:

- **Total Member Representatives by Count**  
Total number of active chapter member representatives (individuals), member types (supplier, students, etc.) and percentages.
- **Active Chapter Roster**  
Complete roster of active member representatives (individuals) in your chapter. This includes new members.
- **New Member Representatives Report**  
Includes all new chapter member representatives (individuals).

Chapter fees are electronically transferred to your chapter's checking account the following month. Designated chapter officials are notified of the transmission.

IAEE sends all new member representatives (individuals) a welcome email and certificate. If the chapter has the resources, don't hesitate to also contact them and welcome them into chapter membership. They could be your future chapter committee or board members.

- **Delinquent Member Representatives**  
These members' dues have expired. We do allow a 30 day grace period before inactivating a membership record. If time allows, please contact them and encourage them to renew. If another invoice is needed, contact the IAEE's Membership Department ([membership@iaee.com](mailto:membership@iaee.com) or 972.458.8002) and one will be sent that day.
- **Name & Address Changes**  
This report will list any membership changes (name, address, title, etc) since the last report. Be sure to forward any changes to headquarters when received from the chapter member (organization) or member representative (individual).
- **IAEE Prospective Member Representative List (Individuals)**  
These individuals are in our database and we are currently recruiting them for membership. Although they are not current members, your chapter can include them in event promotion and marketing campaigns.
- **Lost Member Representatives**  
IAEE has been notified that these individuals are no longer with these organization or they have moved. If you have any information to share, please forward and we will connect with them so their membership record is updated.

### Questions?

Lisa Buchanan, Director of Membership and Chapter Engagement  
[lbuchanan@iaee.com](mailto:lbuchanan@iaee.com) / 972.678.9231