# MEMBERSHIP STANDING COMMITTEE MEETING
# MAY 23, 2022

I. Welcome
II. Defined Roles of a Standing Committee (BoardEffect.com)
    a. How many standing committees does a nonprofit need? As many as needed to get the job done.
        i. To avoid having too many committees, nonprofits should make it a practice to evaluate their committees periodically to make sure they are fulfilling the needs of the nonprofit.
        ii. Common types of committees include:
            1. Fundraising
            2. Membership
            3. Marketing
            4. Public Relations
            5. Finance
            6. Executive
    b. Membership Committee Roles and Responsibilities
        i. Assist in generating funds by charging a membership fee and expanding membership. (This can be done through the Membership Tier Structure created by the Strategic Planning Membership Committee)
        ii. Track membership fees.
        iii. Look for ways to attract new members
        iv. Create ways to keep members active and involved to maintain membership.
        v. Organize membership drives or campaigns including mail campaigns.
        vi. Conduct membership surveys.
        vii. Keep members notified of how membership benefits them.
III. Sub-Committees Roles
    a. Communications-From the responsibilities listed above, the responsibilities of the Communications Sub-Committee may include:
        i. Look for ways to attract new members
        ii. Create ways to keep members active and involved to maintain membership.
        iii. Organize membership drives or campaigns including mail campaigns.
        iv. Conduct membership surveys.

v. Keep members notified of how membership benefits them.

b. Conference-From the responsibilities listed in II.b., the responsibilities of the Conference Committee may include but not be limited to:
    i. Track membership fees. (tied to conference registration)
    ii. Look for ways to attract new members (with vendors, conference speakers and trainers that supports the needs of members)
    iii. Create ways to keep members active and involved to maintain membership. (which may include reduced conference registration fees and activities that promoted active engagement)
    iv. Organize membership drives or campaigns including mail campaigns. (maybe this can include membership options included with invitation and marketing of conferences and training opportunities)
c. Scholarships- From the responsibilities listed above, the responsibilities of the Scholarships Sub-Committee may include:
    i. Create ways to keep members active and involved to maintain membership.
    ii. Keep members notified of how membership benefits them.

IV. Membership Committee Composition
a. Since there are three (3) sub committees under the Membership Umbrella, it would make sense to me that the chairs of those Sub Committees be included to the Membership Committee.
b. In addition, the Strategic Planning Membership Committee has spent an extensive amount of time on the new Membership Tier Structure, it would seem appropriate that the chair and any members to that committee roll over to the Membership Standing Committee. This would ensure a successful transition over to the new tier structure and reduce any confusion associated with the changes.

V. Questions on Moving Forward.
a. Do we foresee committee structure including roles and responsibilities be an area addressed by the new Strategic Plan?
b. If so cannot we not be pro-active and move toward a more defined committee structure before engaging in the strategic plan recommendations.