BPIA Board of Directors Handbook

Policies, Practices & Documents

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Introduction and Welcome

Welcome to the International Association of Black Professionals in International Affairs, Inc. (BPIA) Board of Directors. The Board of Directors is charged with oversight of BPIA's mission, preserving BPIA's institutional autonomy, setting policy, and supporting and promoting the organization. We are looking forward to working with you and hope that you will enjoy your tenure as a BPIA board member.

This Board of Directors Handbook is designed as an introduction to BPIA and serves to educate and inform all Board members. The handbook provides introductory and basic board governance information and BPIA policies and other resources. The appendices offer supplemental reference material to BPIA's specific regulatory environment along with other information and forms.

Purpose and Mission

The purposes of BPIA are (a) to promote greater involvement of Black individuals and organizations committed to furthering the interest of people of African heritage in international charitable, cultural, economic, and educational endeavors and (b) to foster international understanding, relations, and cooperation.

Th mission of the Corporation shall include any and all educational, charitable, and philanthropic activities that may promote these goals, including educational, cultural, exchange programs domestic and international dialogue, humanitarian aid, informational collection, analysis and dissemination, technical and professional support as may be necessary.

History

In the late 1970s, at the invitation of BPIA founder Barbara C. Patterson, a prominent international educator, black professionals affiliated with 40 organizations met in Washington, DC. to discuss the possibility of forming a new international organization. This association would serve the growing, diversified interests and needs of black professionals in the Diaspora in international and intercultural affairs. The representatives unanimously agreed there was a need for such an organization.

Through the perseverance of Ms. Patterson, BPIA was formed as a non-profit membership association exclusively for educational and charitable purposes. BPIA, under the leadership of Ms. Patterson as the organization's first President, was incorporated in the District of Columbia and granted Federal tax-exempt status as a 501©(3) association in March 1989.

BPIA held its founding meeting on January 26, 1989, in the Great Hall of the historic Charles Sumner Archives and Gallery in Washington, DC. BPIA made its debut to the public with their November 1990 symposium "A Salute to African American Ambassadors."

Board of Directors Composition

The Officers of the Corporation shall consist of a President, one or more Vice Presidents, a Secretary, a Treasurer and such Assistant Secretaries and Assistant Treasurers or other Officers as may be elected by the membership. Officers shall be voting Board members of the Corporation. The immediate past president may serve on the Board of Directors for an additional year in an ex-officio capacity with non-voting privileges.

BPIA Board of Directors Job Description

President. The President shall be the Chief Executive Officer of the Corporation, shall exercise general and active management of the business of the Corporation, shall report to and advise the Board of Directors on all significant matters of the Corporation's business and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall have the general powers and duties of management usually vested in the Office of President of a corporation and shall have such other powers and duties not inconsistent with these Bylaws as may be assigned to him or her from time to time by the Board of Directors, including (i) the duty to attend all meetings of the Advisory Board and the Board of Directors; (ii) the duty to approve all material business transactions made in the name of the Corporation; and (iii) the power to hire and, with Board approval, discharge all personnel of the Corporation other than the corporate Officers elected by the membership.

Vice Presidents:

Vice President Professional Development
Vice President Economic Development
Vice President Education and Exchange

The Vice Presidents in order designated by the Board of Directors or, lacking such designation, by the President, shall in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

Secretary. The Secretary shall have the general powers and duties usually vested in the office of Secretary of a corporation and shall have such other powers and duties not inconsistent with these Bylaws as may be assigned to him or her from time to time by the Board of Directors or the President, including the powers and duties to (i) serve as custodian of all records, documents and the seal of the Corporation which are to be kept at the principal office of the Corporation; (ii) affix the Corporate seal to any instrument requiring it and to attest the same by his or her signature when authorized by the Board of Directors or when such instrument shall first have been signed by the President or other duly authorized Officer or agent; (iii) keep the minutes of the Board of Director's meetings, membership meetings, Advisory Board meetings, and other committee meetings of the corporation to be recorded in one or more books provided for that purpose, with the time and place of the holding of such meetings, how they were called or authorized, the notice given thereof, the names of those present, and the proceedings thereof indicated in the record; (iv) provide that proper notices are given in accordance with the provisions of these Bylaws.

Treasurer. The Treasurer shall be responsible for all funds and securities of the Corporation and shall have the general powers and duties usually vested in the office of Treasurer of a corporation and shall have such other powers and duties not inconsistent with these Bylaws as may be assigned to him or her

from time to time by the Board of Directors or the President, including the powers and duties to (i) care for, receive and give receipt for monies due and payable to the Corporation; (ii) deposit all monies received in the name of the Corporation in such banks, trust companies or other depositories as from time to time may be designated by the Board of Directors; (iii) have charge of the disbursement of monies of the Corporation in accordance with the directions of the Board of Directors or the President (iv) enter or cause to be entered regularly in the books to be kept by the Treasurer or under his or her direction for that purpose a complete and correct account of all monies received and disbursed by the Corporation; (v) render a statement of the financial accounts of the Corporation to the Board of Directors at such times as may be requested; (vi) exhibit the books of account of the Corporation and all securities, vouchers, papers and documents of the Corporation in his or her custody to any member or designee of the Board of Directors upon request; (vii) submit a full financial report to the members of the Corporation at the annual membership meeting. If required by the Directors, he shall give the Corporation a bond in such sum and with such surety or sureties as shall be satisfactory to the Directors for the faithful performance of the duties of his office and for the restoration to the Corporation (in the event of his death, resignation, or removal from office) of all books, papers, vouchers, money, and other property of whatever kind in his possession or under his control belonging to the Corporation.

Assistant Secretary and Assistant Treasurer. The Assistant Secretaries and Assistant Treasurers respectively (in the order designated by the Directors or, lacking such designation, by the President), in the absence of the Secretary or Treasurer, as the case may be, shall perform such other duties as the Directors shall prescribe.

Board Members Selection

Board members are selected based on their commitment to the mission of BPIA as well as their individual expertise in relation to the needs of the organization and the composition of the Board as a whole. It is essential to identify and nominate board members with the leadership and experiential abilities to perform their duties as board members. To be effective, board members must have a clear understanding of the expectations and level of commitment required of membership on the Board of Directors and should be capable of meeting those requirements. An effective BPIA Board thrives when members work in a collegial and cooperative manner.

Board members are required to meet the independence standards outlined in Article Il, Sections 1-6 of the BPIA Bylaws. Each year Board members are required to complete and sign the Board Membership Agreement.

Eligibility Requirements for Office

1. General Requirements: Board members are spokespersons and working officers of BPIA who help protect the association's interests and resources and shape its direction and development. These positions require individuals of character, academic/professional achievement, career service and vision. Board membership requires an output of volunteer hours devoted to planning, monitoring, evaluating, supporting, and participating in activities sponsored by the Association.
2. Specific Qualifications: Any BPIA member in good financial standing may be nominated for Board membership based upon a demonstrated commitment to the achievement of BPIA goals and objectives as evidenced by support for:
   - education on international issues and public policy.

- economic development.
- professional development.
- maintenance of a strong financial base to support BPIA scholarships, grants, and other program initiatives.
- participation in/attendance at BPIA meetings, events, fund-raisers, and other activities.
- increased access of Black professionals to the wide array of resources and opportunities available in the fields of international and intercultural affairs.
- international and intercultural understanding and cooperation.
- recruitment and promotion of Blacks in international careers.
- collaboration with other organizations and institutions with similar goals in international affairs.

Board members-elect must subscribe to sustaining membership during their tenure and payable prior to the installation of officers in January. Sustaining dues are renewed on the member's anniversary date.

Board Member Expectations and Practices

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Board Membership Agreement Overview

Each board member is expected to read and sign the expectation agreement listed below:
I understand that as a member of BPIA, I have a responsibility, based on BPIA bylaws to ensure that the organization does the best work possible in pursuit of the following purposes: to promote greater involvement of persons of African heritage and of organizations committed to furthering the interests of people of African heritage in international charitable, cultural, economic, and educational endeavors.

I believe in the purpose and the mission of BPIA, and I will act responsibly and prudently as its steward.

Accordingly, I make the following commitments and affirmations:

1. Commitment of time to:
   - Attend and participate in at least 75 percent of board meetings (including telephonically) and special events unless reasonable cause for absence,
   - Contribute meaningful to board meetings while exercising good judgement and care.
   - Actively participate on at least one committee or take on a leadership position,
   - To the best of my ability, stay informed on issues, read materials, and provide input on distributed materials.
2. Understand and agree to all authorities, duties, and responsibilities of the Board of Directors as outlined in the Article Ill of the BPIA Bylaws, and fulfill duties as required in the BPIA Bylaws.
3. Avoid conflicts of interest and other unethical behavior, recuse self from discussion or votes which may present a conflict.
4. Avoid participation in political campaigns in the name of the organization.
5. Make a personal financial contribution at sustaining dues level by the beginning of each calendar year.
6. Keep all information and organizational matters confidential.

Orientation for New Board Members: Preparing for Success

Each new Board member shall be given a Board Manual containing a compilation of:
1. BPIA basic documents, policies, and procedures.
2. Current budget and year-to-date financials
3. Minutes from the most recent Board meeting
4. Board Directory, list of Board Members with tenure term and current committee assignment(s)

As soon as practicable after his/her election and before assuming office, each new board member shall receive a formal orientation. The orientation shall be led by the Board President with input from Officers, the Historian, and others as designated. The orientation will brief new members on BPIA's history, federal and local guidelines for operating as a non-profit organization in the District of Columbia, current programs, goals for the coming year and expectations for the individual Board members.

These are the most basic values and principles that every board member must adhere to.
BPIA expects its board members to fulfill specific duties and actions, such as:

- Attending a minimum number of board meetings throughout the year.
- Contributing meaningfully to board meetings while exercising good judgement and care.
- Declaring any conflicts of interest and recusing themselves from discussion or votes which may present a conflict.
- Keeping all information and organizational matters confidential.
- Fulfilling duties as stated in the organization's bylaws.
- Avoiding participation in political campaigns in the name of the organization.

To ensure all are on the same page, a non-legally binding board member "contract' lays out key roles, responsibilities and expectations established for directors. The President should review the contract and discuss it with board members, then have them sign it.

Roles, Responsibilities and Duties of Board of Directors

Board members are required to:

- Attend Board meetings. Skills members bring to the table are important. Board members who miss a majority of meetings will be candidates for removal.
- Be prepared and informed. Before each meeting, read the meeting materials sent to you. Come prepared to ask questions and make comments.
- Be a steward of the organization's resources. The board helps maintain a financially stable organization that is consistent with the organization's mission and priorities.
- Commit the time required to be effective in your role. Board members are asked to devote time and energy to the organization by dedicating time to board and committee work and participating at events and meetings.
- Recognize that the organization's integrity and reputation are important. The board is charged with ensuring that our practices and policies are managed at a high priority.
- Be a representative of the organization to the community, but also be familiar with and established policies regarding the organization's spokesperson or designated spokesperson, depending on the circumstance.

- Take responsibility for a specific initiative or activity. Board members are asked to become acclimated to the role, take ownership of a key task, committee, event, or other board undertaking. Committee work will be in addition to member's duties as a member of the board.
- Review the BPIA Mission Statement, Bylaws, Articles of Incorporation, Conflict of Interest, and financial policies.
- Complete the following forms each year (a) Conflict of Interest Statement, (b) BPIA Board Members' Agreement.
- Pay the sustaining membership dues no later than 30 days prior to installation of officers (January 1 if elected; or 30 days following appointment to position by President) and each year thereafter during tenure as a Board member.

Conflict of Interest Policy

Members of the Board of Directors of BPIA, employees and contractors must act at all times in the best interests of BPIA. Members of the Board of Directors, employees, staff, and contractors shall disclose all potential financial conflicts of interest (COI) to the Board of Directors Board and as required, remove themselves from related matters. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Board members are required to complete and sign the following documents **annually**:

Board Membership Agreement
Conflict of Interest Statement

General Policies

Alcoholic Beverages Policy:

There must be a licensed bartender at any event that BPIA offers alcoholic beverages. Beverages served must be in accordance with local law.

Photography Policy:

BPIA may, on occasion, take photographs of members and their guests at programs and events for use in print and electronic communications. It is the policy of BPIA to post notification that photographs may be taken and to allow members and their guests to request that their name and photography not be used by BPIA in such a manner. Notification of policy should be provided to attendees prior to the start of the program/event.

BPIA Committees

Process for Developing New Committees

When developing a board committee, the Board should:

- Ensure the committee has a specific set of tasks and goals.
- Refrain from overwhelming Board members with multiple committee assignments..

- Be mindful of the time required of Board members to fully participate in and contribute to committees.
- Be open to having non-board volunteers serve as members of the committee to provide additional skills, insights, and support.

Current Committees

BPIA Finance Committee

Purpose and Objective: The Finance Committee (FC) provides financial analysis, advice, and oversight of the organizations. The primary objective of the FC is to ensure that the Board faithfully executes its fiduciary responsibility for funds/resources at its disposal. This is a standing committee of the Board of Directors.

Duties and Responsibilities:

- Monitor financial resources and make certain that adequate funds are available to support financial management tasks.
- Prepare an annual budget and submit to the Board for approval.
- Periodic reports on revenues and expenditures, investments and other matters related to its continued solvency for the Board's review..
- Oversee the maintenance of organizational-wide assets, including prudent management of organizational investments.
- Implement and maintain appropriate risk management measures such as proper insurance coverage.
- Ensure that BPIA's funds are spent in accordance with the relevant IRS Guidelines for 501 © 3 organizations.
- Ensure compliance with Federal and District of Columbia reporting requirements.

Qualifications and Requirements, the Finance Committee member should have:

- Ability to understand financial statements.
- Experience in creating budgets.
- Knowledge of financial policy and procedures for non-profits.
- Ability to work cooperatively with other committee members.
- Time to dedicate to this professional committee, and willingness to take on an occasional finance related special project.
- Commitment to attend regular meetings.

BPIA Institutional Members and Partners Committee

Purpose: To advise the Board and act on its behalf as authorized on matters related to acquisition of, effective collaboration with, and well-coordinated communications between BPIA and its Institutional Members and Partners. This purpose will be fulfilled by supporting the work of BPIA's three Program Areas, in coordination with other Board Committees.

Duties and Responsibilities:

Report regularly to the Board at scheduled and called meetings as needed to ensure that all Members are aware of the on-going work of the Committee.

- Advise and assist Board members in the planning and implementation of actions to connect and engage with Institutional Members and Partners.

- Assist and/or join the President, Vice Presidents, and other Board members in identifying prospective Institutional Members and Partners, securing desired memberships and partnerships, and maintaining well-coordinated communications with those organizations as needed to facilitate effectiveness of organizational collaboration.
- Develop and oversee the effective use of protocols for communications between BPIA members and representatives of Institutional Member and Partner organizations.
- Educate the General Membership on the value and roles of Institutional Members and Partners in implementing BPIA's programs and its overall goals and objectives.
- Participate in development and implementation of activities to be carried out by the Program areas only as needed and requested to do so, particularly in enabling them to draw as fully as possible on available assistance from of support of support of Institutional Members and Partners.

Composition of the Committee:

- Chairperson, a Board member appointed by the Board of Directors. One or more additional Board members to strengthen the leadership and overall functioning of the Committee,
- General members who offer the skills and experience needed for the Committee to perform its duties and fulfill its responsibilities,
- Volunteers, as needed.

Relationship of the Committee Chair to Other Members of the Board of Directors
The Committee will work in close coordination and collaboration with the President, the three Vice Presidents, other Officers, and Members At-Large.
Qualifications of the Committee Chair

- Five or more years of experience as an international affairs professional,
- Record of accomplishment in organizational strategic planning,
- Strong verbal and written communications and negotiations skills
- Established professional and personal relationships with a range of governmental, non-governmental, and private sector officials and staff person,
- Experience and demonstrated skill in team leadership.

Communication Committee

Purpose and Objective:
The BPIA Communications Committee is responsible for the development of the overall BPIA digital strategic communications plan through the creation of quality, timely, engaging, and high-quality content across our social media platforms. Platforms include: Facebook, Instagram, Twitter, Slack, YouTube, the BPIA Podcast outlets, and as needed support with the website.

Duties and Responsibilities:
Committee Co-Chair Responsibilities

- Develop the overall BPIA strategic communications plan
- Lead committee members in the creation of innovative, high-quality content and deliverables
- Approves and edits all communications content and e-newsletter as needed
- Oversight of social media platforms, and all other key communication areas
- Identify areas of opportunity

- Monitors and responds to the communications@iabpia.org email; send relevant detail to appropriate team leads
- Reports directly to the BPIA President

Social Media Team

- Manage BPIA Social Media content (Facebook, Twitter, LinkedIn, Instagram, GroupMe, YouTube), Hootsuite and slack
- Manages the BPIAChats IG Live Series from identifying speakers and interviewing guest speakers
- Develop a plan to grow and better engage our community across platforms
- Bring innovative ideas and programming proposals to the BPIA board
- Uploads and manages BPIA content on YouTube and uses video clips for social media
- Assist in the creation of digital, video, audio, and print content
- Track engagements, analytics, and SEO across various platforms and make data-driven decisions
- Incorporates Hootsuite
- This team may include: team lead, social media specialists, SEO, and analytics specialist, BPIAChatshost
- Reports to Committee Co-Chairs

Graphics + Flyer Team

- Creates BPIA event flyers, social media graphics, PowerPoint slide decks, marketing material, and other content as needed
- Comfortable Using Canva or Adobe Photoshop
- Team-oriented and able to work with a variety of BPIA board members to develop flyers
- Help make graphics for e-newsletter
- This team may include: lead designers; support designers

E-Newsletter Team

- Create monthly BPIA e-newsletter to include: Event highlights, upcoming events, job announcements, member highlights, and more
- Responsible for all BPIA post-event write-ups to be included in the e-newsletter
- Responsible for researching external events to include in the newsletter
- This team may include: team lead, supporting roles, researchers

Internal Communications Team

- Supporting the operations and internal communications of the committee
- Capturing and saving (via google drive) committee meeting notes, provide a brief summary of the previous meeting, document committee accomplishments, and report on team action items
- Manages and engages the BPIA Members-only Slack Channel
- Supports organizational partnerships postings
- Sends google calendar invite with zoom information for weekly committee meetings
- Manages and creates various event surveys (survey monkey and google form)
- Attention to detail and the ability to note core information and keep all committee members informed
- This team may include: secretary; slack engagement lead; survey lead; supporting members

IT/Tech Support Team

- Supports virtual events and technical needs
- Proficient knowledge of Zoom, WebEx, and Hopin
- Works directly with BPIA Board members to ensure successful and smooth virtual events such as panels, breakout networking, and other
- Professional, calm, and patient demeanor to work with board members at varying tech levels
- Understanding of Best Practices and Trends in Tech for NGOs
- Various IT and tech needs including website management
- This role reports to the committee co-chairs

Media / PR / Policy Development Team
- Handle media inquiries and establish news outlet / HBCU / Student Organization contact sheet.
- High School outreach
- Develop Draft Press Releases for BPIA president
- Understand the policy climate as it relates to BPIA

Podcast Team
- Develops podcast from conception to implementation from identifying speakers, interviewing speakers, editing podcast recording, and posting to BPIA podcast outlets

Qualifications and Requirements: Members shall be selected based on the hard and soft skill set needs of each team area. The skillset shall include the following:
- Knowledge of social media platforms management
- Strong written and oral communication skills
- innovative spirit and curiosity to learn
- Ability to work both independently and cooperatively with other committee members.
- Ability to consistently join committee meetings

Terms of Office: The chair of the communications committee is preferred to be a BPIA board member. Membership on this committee is open to BPIA membership on a rolling ongoing basis.
Lines of Communications: Reports directly to the designated committee chair and works closely with fellow committee members to complete assignments and exchange ideas.
Orientation and Training: New committee members will complete the internal established onboarding process and meet individually with the committee chair to discuss time commitment and availability.
Time Commitment: Time commitment will vary depending on the specific assignments that are required and agreed upon and to be discussed and assessed with the co-chair.
Challenges: Completing work assignment in a timely fashion is critical to keeping the committee's deliverables on track and the work of BPIA moving forward. Meetings may be through conference calls. Meeting attendance is extremely important; however, it will be understood that due to conflicts meeting absences will occur.

Governance and Nominating Committee

A. Governance Committee

Purpose of Governance Committee: The Governance Committee is accountable to the board and the organization's governance guidelines and policies. The governance committee is a standing committee of the board. The purpose of the governance committee is to ensure that the Board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment

strategies, training programs, monitoring of Board activities, and evaluation of Board members' performance.
Terms of Office: The composition of the Committee shall be reviewed after every Annual General Meeting. If the Committee members wish to continue and the Board approves their appointment, there shall be no limit to the term.

Duties: The governance committee shall review governing documents regularly. This should occur at least every 3-5 years or whenever there is a known change in the law that might affect the governance of the organization. As appropriate, the committee shall recommend actions to the board for structural changes to ensure the organization is following its legal and fiduciary duties.
The committee should review the bylaws for legal and internal compliance.

1. To ensure legal compliance with applicable state and federal laws. The bylaws must be consistent with applicable federal and DC law. The articles of incorporation and bylaws of the organization should be reviewed periodically and recommend changes whenever the committee or the board is aware of a change in the law or governance practices that is inconsistent with one or more provisions of the governing documents.
2. To ensure legal compliance of internal governance practices. Meetings should be held as required, notice should be given as required, elections should be held as required. The President, assisted by other Board members should act, in as timely a way as possible, to ensure full Board member compliance with the By-Laws and other Board-approved governance, organizational management, and program development policies and procedures. This is critical to setting the standard for the organization as whole.
3. To ensure the presence of sound governance practices. Bylaws should contain provisions that routinize certain governance actions.
4. To review documents for the presence of unsound governance practices and make recommendation regarding separate policy documents if appropriate.
5. To coordinate the recruitment and selection of board members. The committee will ensure that: The number of board members does not fall below the number required by the bylaws. Members appointed to the board understand and agree with the mission of the organization. Members appointed to the board understand and agree to the time commitment and participation requirements of board membership. Elections and appointments to the board comply with the bylaws and other legal requirements. There is a clear Board-approved process for Board recruitment, and that this process is effectively implemented.
6. Conduct a Self-Assessment. The annual Board Self-Assessment is essential to find out how board members feel the board is functioning, both as a whole and as individuals.
7. To review board responsibilities with all board members. Ensure proper orientation, support, and continuing education of current, new, and potential Board members.
8. To guide the board in meeting its responsibilities. The governance committee makes reports and recommendations to the board on new and evolving compliance matters.

B. The Board Nomination Committee & Process
The Nominating Committee compiled a list of prospects for the slate of board candidates. The list consisted of individuals nominated by the Board, nominated by BPIA members and self-nominees. The Committee Chair communicated with each potential candidate to explain the qualifications and responsibilities for those serving on the Board and confirm the individual's interest in serving on the

board. This provided the prospect the opportunity to learn about the organization and the board and what is expected of board members.

Individuals who confirmed interest in running for office were asked to submit a resume, short bio, link to their online profile and a personal statement about the strengths they bring to the Board of Directors. If applicable, prospects were invited to express interest in a particular position, however they were advised the Nominating Committee may recommend a position they felt was more suitable to the prospect's skillset. Credentials were reviewed by the Nominating Committee and a list of candidates created. Prospects were contacted a third/fourth time to advise them the Committee planned to move them forward in the process and asked prospect to confirm continued interest in running for a specific position and specified term of office. The preliminary list and credentials were shared with the Board. The final list of candidates will be presented to the Board and the Nominations Committee will request approval to move forward in the election process which includes posting a Meet the Candidates Module on the website and hosting a Meet and Greet the Candidates Zoom session for BPIA members.

The voting process, no fewer than ten days prior to the Annual Members Meeting, is automated using BPIA's membership management and polling software. Members are notified that Board elections have commenced, and then directed to the BPIA website where they can review candidates' bios and submit their ballot. The election results are announced at the Annual Members Meeting in October.

Membership Committee

Purpose and Objective: The Membership Committee supports membership growth by actively recruiting, retaining, and engaging members. Members of the committee identify potential new members, contact lapsed members, and engage current members.
The objective of the membership committee is to monitor all aspects of membership, including invitations, retention, and education—bringing in new members, teaching them about BPIA and BPIA's activities and then ensuring that the member experience meets everyone's expectations.

Responsibilities:
The Membership Committee is responsible for the following:

- **Membership Benefits:** Identifying the needs of members and recommending the development of benefits to meet those needs.
- **Increasing Membership:** Recommending means for increasing BPIA's membership base, especially among minority groups, students, and young professionals.
- **Keeping Membership Informed:** Recommending to the BPIA Board of Directors, ways in which to make prospective and current members aware of the resources, services, and membership benefits via flyers, eblast, social media etc.
- **Welcoming New Members (new member orientation):** Recommending ways to acknowledge new members and to encourage participation in BPIA activities. Conducting welcoming activities via the committee's Key Contact program.
- Identifying Nonmember Needs and Perceptions. Gathering information on and analyzing non-members' needs and perceptions of BPIA. Recommending ways in which to meet these needs to attract non-members to join BPIA.

Composition: The chair of the committee is appointed by the President of the Board. The committee is comprised of one committee chair, one vice chair, and 3-6 committee members. Each committee

member will be designated to assume specific duties. The Membership Committee reports to the BPIA Board of Directors.

Meetings: The Membership Committee meets twice a month: one virtual meeting and one face to face meeting. It can also meet as necessary.

Appendix

2022 Board of Directors
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