



Membership Committee

The **Membership Committee Chair** shall lead and coordinate the duties of the committee. The Chair(s) shall be appointed by the NvSCA President and serve during the President's Term of Office, and may be reappointed by the President-Elect. Specific responsibilities of the Membership Committee Chair(s) shall include:

- Shall be responsible for completion of an annual strategic plan specific to the committee. A copy of the plan shall be given to the President.
- Shall establish regular meetings with committee members averaging 1/monthly.
- Shall produce an end-of-year summary between April and June to the Executive Board.
- Shall have representation at all board meetings.
- Prepare an agenda and ensures minutes are prepared for each meeting.
- Providing training to incoming Committee Chair.
- Maintaining a record of activities to be passed on to the next Committee Chairperson.
- Performing any other duty that may be appropriate to the committee's charge.
- Assuming other responsibilities as agreed upon by the President.

The **Membership Committee** shall consist of NvSCA members in good standing who are interested in promoting and facilitating the recruitment and retention of NvSCA members. Specific responsibilities of the Membership Committee shall include:

- Develops and implements a strategic plan to affect membership recruitment and retention.
- Reviews and recommends changes to membership categories.
- Recommends membership fees and submits recommendations to the President-Elect and Executive Board for approval.
- Ensures membership policies are upheld.
- Acknowledges all new members and welcomes them to the Association.
- Validates membership status of individuals when in question.
- Provides to the President-Elect and Secretary a written committee report one week before board meeting regarding strategic membership plan progress and committee activities.
- Provides a report at the Annual Association Meeting on the membership status.
- Submits a budget request annually to the President for expenses of the committee to submit to the Treasurer to build into the annual budget.
- Performs functions in accordance with NvSCA Policies & Procedures and at the request of the Executive Board.