

## **I Mission**

To coordinate all membership functions including, but not limited to, recruitment, membership processing, member retention and dues collection and Association communication with members for members.

## **II Role**

The Membership Committee is responsible for:

- Analyzing current membership and develop strategy to expand membership to support the Association's Strategic plan.
- Evaluating membership classes and recommending revisions or additions to support the Association's growing membership.
- Conducting follow up with individuals and organizations that do not renew their membership to determine any trends and encourage and facilitate renewal.
- Assisting the Board in developing a relationship with the membership and reaching out to potential members within their constituency.

## **III Structure**

### 3.1 Membership

The Membership Committee shall have a Chair that is a current member of the Association as approved by the Board of Directors. The Chair's term shall be for two years or until a successor is chosen by the Board of Directors. All other Committee members shall be a member in good standing of the Association. Committee membership shall consist of no less than three (3) members. The Board may appoint a Board member as a liaison at its discretion.

### 3.2 Expectation of the Chairperson

- Work with the Board of Directors to recruit and maintain needed member support to achieve committee goals.
- Create committee goals in conjunction with the members and submit to the Board of Directors
- Coordinate and lead committee meetings with committee members in order to achieve set goals for the year.
- Ensure that written committee reports are provided to the Board in a timely manner and that a set of committee minutes is maintained.

### 3.3 Expectation of the Committee Members

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- Enthusiastic participation in meeting goals and objectives of the Committee
- Participation in 80% of committee meetings.
- Maintain an active role in committee activities
- Adhere to the committee charter
- Assume and complete assignments as designated.

### 3.4 Committee Secretary

The committee shall designate one (1) committee member to prepare written reports for the Board and membership on the committee's activities as requested by the Board and as otherwise required in this charter. The committee Secretary shall be responsible for maintaining minutes of the committee meetings.

## IV Duties and Responsibilities

### 4.1 Objectives

The committee shall develop and implement the objectives of the committee for the period of time between April 2010 and June 2011. Thereafter, the committee shall propose annual objectives which may or may not be substantially unchanged from one year to the next for the review and approval of the Board. These annual objectives shall be submitted to the Board by June 1 and approved by the Board by July 1 of the same year. These objectives and goals shall be reported to the membership at each SoCalpaca Annual Meeting.

### 4.2 Power and Authority

In addition to the powers and responsibilities expressly delegated to the committee in this charter, the committee may exercise any other responsibilities from time to time as delegated to the committee by the Board. There shall be one show committee for each show produced by the Association.

### 4.3 Procedures

The committee shall act in accord with the Association bylaws.

In general:

The Membership Committee will conduct business of the committee through an ongoing schedule of at least five (5) monthly conference calls and electronic communications. A majority of the whole committee shall constitute a quorum and the act of the majority of the members present at a meeting

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at which a quorum is present shall be the act of the committee unless otherwise provided in the resolution of the Board of Directors designating the committee.

#### 4.4 Reports

The committee chairperson will report on the committee's activities to the Board at appropriate times and as otherwise requested by the President but in no event less than quarterly, due at least three (3) weeks prior to each quarterly meeting.

### **V Authority**

The Membership Committee is established as a standing committee of the SoCalpaca Board and shall advise the Board regarding the membership activities of SoCalpaca.

### **V Evaluation and Review**

The committee shall evaluate its performance against its stated objectives each year in a report to be provided at the SoCalpaca Annual Meeting. The committee will provide the Board in writing with any recommendations for amending this charter.

### **VI Charter Availability**

This charter and the committee's annual objectives shall be posted and available on the SoCalpaca Association website.