

## **Membership Committee**

Revised: January 2018

Approved: January 2018

**Purpose:** To recruit new members to NEA; retain current members; support members by providing access to membership information, promoting benefits and events available from NEA, and administering benefits when appropriate; and engage members in ongoing support of the organization.

### **Term of Office:**

Chair: 1 or 2 rotating on a 3-year term.

Members: at least 5 rotating on 3-year terms.

### **Chair Major Duties:**

- Develops short- and long-term committee goals that are consistent with the priorities set forth in NEA's strategic plan.
- Advocates for improved membership benefits.
- Coordinates work of subcommittee members (as described below).
- Plans and runs Membership Committee meetings as needed.
- Submits annual budget to the Treasurer and oversees committee expenses.
- Attends all regularly scheduled NEA Board meetings to represent the committee's and NEA members' interests.
- Submits a quarterly report to the Board about a week before the Board meeting, which includes reports from the Mentoring Program and other subcommittees.
- Communicates with Executive Board between meetings as needed or requested.
- Submits all committee-related invoices and receipts to the Treasurer, or ensures that committee members do so.
- Sends copies of membership materials to the NEA Archives and arranges with the NEA Archivist for the orderly transfer of the committee records to the Archives.

### **Committee Members Major Duties:**

Outreach to members and potential members (2 members; 3-year terms)

Regularly initiate contact with both new and lapsed members to offer information about NEA programs and services and communicate the value of membership. Coordinate with the Communications Committee to maintain accurate membership information on the NEA Web site. May coordinate with the Communications Committee to provide information and staffing for a table at the Spring and Fall Meetings and other local, regional, and national events. Coordinate with the Communications Committee to conduct an annual survey of the membership and report results to the Board.

Meet-up organization (1-2 members; 3-year terms)

Schedule and plan social meet-ups for NEA members at the Spring Meeting and throughout the year, occasionally in collaboration with other allied groups (such as Digital Commonwealth), and communicate with the Membership Chair and the Treasurer for budgeting and funding.

Annual meeting coordination (2-3 members; 3-year terms)

Work collaboratively with the Local Arrangements Committee and other Spring Meeting organizers and Membership Committee groups to schedule and coordinate Membership Committee-sponsored events (e.g., resume review, practice interviews, NEA informational tables, new member gatherings, etc.).

Development (2-4 members; 3-year terms)

Aided by membership survey data and the Development Task Force final report (2013), define internal development strategies for NEA. Work with the NEA Board to define member-focused development priorities based on the NEA Strategic Plan and other directives that may evolve.

Membership Secretary (1 member; 3-year term)

Maintains Membership Directory in a format appropriate for members' needs, best accessibility, and current technology. Provides membership lists and reports to the Board and other NEA committees as requested, and follows up with members as needed to keep data current.

Mentoring Program Administrator (1 member; 2-year term)

Supports mentoring liaisons, mentors, and mentees and launches each round of the Mentoring Program. Recruits and organizes liaisons and works with the Communications Committee to promote the activities of the program.