

Approved By: Board of Directors	Effective Date: 2/17/2017
Last Revision Date:	
Policy Name : (BOD) Membership Committee Charter	

Purpose Statement: Purpose shall be to recruit, retain, and support the membership of SAVMA.

Scope: Appointment to the committee is one year. Committee activity occurs February- January to give the next committee planning time.

Responsibilities:

1. Assembles and distributes new member materials
2. Hosts registration at general membership meetings (name tags, brochures, sign in)
3. Develops, implements and evaluates a member recruitment plan
4. Develops, implements and evaluates a member retention and recognition plan
5. Maintains membership roster(s) and online directories
6. Keep membership roster continuously up-to-date and communicates with Treasurer about membership payment(s) and status
7. Develops and implements a program to welcome new members and encourages their participation in SAVMA activities
8. Conducts an annual a survey of members' professional development needs
9. Conducts an annual member satisfaction survey
10. Recommends member policies to the Board for approval
11. Recommends annual membership fees and benefits to the Board for approval
12. At completion of term provides adequate transition to new membership committee
13. Turn over to committee successors all records and/or property immediately upon completion of term or resignation prior to completion of term

Policies and Key Documents

- Online Member Application Form
- Professional Development Survey
- New Member Welcome Information
- Member Handbook
- Member Name Tags and/or Table Tents
- Member Recruitment Plan
- Member Retention & Recognition Plan
- Member Satisfaction Survey
- Committee Budget(s)

Key Metrics

- # of members and increase of membership
- Retention related statistics (retention of representatives from organizations)
- Survey results
- Satisfaction rates