



Membership Committee Terms of Reference

PURPOSE

The Membership Committee works in partnership with IUGA staff to develop and execute member recruitment and retention strategies and to provide input on membership-related processes.

ROLES AND RESPONSIBILITIES

- Participate in reviewing and revising the membership marketing plan annually, including activities of low return.
- Recommend new membership campaigns and help with developing and executing them.
- Create requirements for membership.
- Identify opportunities for new membership categories.
- Greet new members and prospective members at Annual Meeting.
- Staff the membership booth at the Annual Meeting
- Identify new membership benefits.
- Contact lapsed members and encourage them to renew.
- Help design and/or update materials to help introduce new members to IUGA.
- Provide feedback on select written communication sent to members throughout the year.
- New committee members will be required to participate in a one-hour orientation session about IUGA, how membership is structured and other important information.

MEMBERSHIP

Membership in the Membership Committee is open to all interested members with an interest in the activities of the committee. In addition, all International Advisory Board (IAB) representatives automatically serve on the Membership Committee to ensure the committee represents the breadth of members of the association. The committee shall not have more than 18 members at any time. Opportunities may arise for committee members to participate in special projects and initiatives.

Election of a chairperson will follow established IUGA procedures. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October.

Members must be prepared to be active participants in Membership Committee activities, with membership automatically implying an agreement to:

- Commit to a maximum of a 2-year term (IAB members serve a 3-year term corresponding with their term on the IAB)
- Respond to all requests in a timely manner
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

MEETINGS

The committee meets as necessary via teleconference/video-conference, and may also meet face-to-face during the Annual Meeting each year. Committee members must attend at least one Annual Meeting every two years and participate in at least one teleconference per year or may be asked to step down.

TERMS OF OFFICE

The committee shall be headed by a qualified chairperson who has been elected by a majority vote of the regular members to a maximum of a two-year term, renewable for one additional term (by re-election).

International Advisory Board members are elected by a majority vote of regular members and will serve a 3-year, nonrenewable term on the Membership Committee commensurate with their term on the IAB.

A representative from the Fellows & Trainees Committee will be appointed to serve a 2-year term commensurate with their term on the Fellows & Trainees Committee.

All other members of the committee will serve up to a two-year term, renewable once. Renewal depends on level of activity. Each member up for renewal must re-apply during the annual call for committee volunteers.

REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the IUGA Board. The staff liaison will assist with communication between all parties.

STAFF LIAISON

Madeleine Camp, Coordinator, Association Services
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BOARD LIAISON

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