



MEMBERSHIP COMMITTEE JOB DESCRIPTION

Charge/Purpose

The Membership Committee is responsible for supporting the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance). The Membership Committee is responsible for collaborating with committees, sections, special interest groups, and membership, Board and staff liaisons on key strategies, challenges, and needs in order to provide insight on membership recruitment, engagement and retention. The Membership Committee may from time to time assess and recommend products, services, and programs that will add value to the membership.

Composition

The Membership Committee reports to the Alliance Board of Directors. The committee is comprised of one committee chair, one vice chair, and 3-5 committee members. Each committee member can serve up to two, three-year terms. The President of the Board of Directors, per bylaws, shall appoint the chair. The chair will serve a three-year term with possible reappointment by the President not to exceed two consecutive terms.

Qualifications

- Must be a member in good standing
- Desire to advance the mission of the Alliance
- Ability to make the necessary time commitment
- A collaborative team player

Time Commitment/Expectations

- Approximately 3 hours a month
- Review all materials/agenda prior to each committee meeting
- Attend and contribute to monthly committee conference calls
- Be an ambassador and support membership engagement and networking
- Attend committee meeting at the Annual Conference
- Volunteer at the Alliance membership booth at Alliance events

Scope of Authority and Lines of Accountability/Decision Tree

Make Decisions:

- Collaborate with staff liaison in order to provide recommendations on membership recruitment, engagement and retention programs
- Collaborate with Section and Special Interest Groups (SIG's) in agenda and topic development for meetings held at the Annual Conference
- Develop and implement actions as assigned in the strategic plan in order to achieve objectives and goals

Makes Recommendations:

- On recruitment, engagement and retention of members

- To Sections and Special Interest Groups (SIGs) communities
- Engagement opportunities of existing members through volunteerism and loyalty
- Propose strategies for re-engagement of lapsed members

Provides Input:

- Membership models
- Peer-to-Peer programs
- On the strategic plan annually through Board and staff liaison

Monitors:

- Monthly membership statistics and trends