

NiUG INTERNATIONAL: MEMBERSHIP COMMITTEE

The Membership Committee is charged with generating ideas and assisting as needed with implementation of programs, services and procedures to enhance the overall membership benefits, to attract new members, and retain existing ones.

When planning membership development strategies to meet the goals and objectives put forth by the Board of Directors, this committee needs to work closely with NiUG staff, the membership, other committees and the Board of Directors to enlist their support while also ensuring member recruitment and retention is integrated into all of the association activities and efforts.

The Membership Committee shall consist of up to 13 members: a chair, vice-chair, the ex-officio or staff liaison, and approximately 10 members at large.

Membership Chair Responsibilities and Essential Job Functions

The membership chair should not be filled by a NiUG board member, however, the chair will report to a designated board member to keep leadership informed as to projects, initiatives and any issues within their committee. The role of the membership chair is as the foundation of membership activities throughout the organization. The Chairperson has the following responsibilities:

- Schedule and send reminders for committee meetings
- Coordinate efforts with staff liaison and board representative
- Develop meeting agendas designed to get updates from the various teams with strategic goals, objectives, and strategies in mind
- Lead committee meetings - keeping members on-task ensuring effective & efficient use of time
- Delegate tasks to be performed outside of meetings to committee members or relevant Task Force
- Nurture relationships with committee members ensuring that all members have well-defined and meaningful roles
- Establish additional Task Forces as needed with clearly defined purposes
- Reach out to committee members with waning attendance
- Inspire, energize, and encourage committee members
- Ensure meeting minutes are documented and posted on Basecamp within 48 hours of the meeting
- Submit a committee report/consent agenda to NiUG staff or Board Representative for review at each Board Meeting
- Communicate closely with Board Representative so any issues, ideas or information needs to be reported back to the Board of Directors
- Develop a leadership succession path to define continual training within committee and for any new committee members and in the event there are vacant chair/vice chair positions to fill.

Specific Leadership Skills Helpful to the Position

Planning and goal setting, communication, team building, mentoring, public speaking, training and accountability.

Time Commitment

The term of the committee chair shall be 2 (two) years and shall be limited to 3 (three) consecutive terms. Meeting in person at least once per year at the annual Discovery Conference and by conference call monthly. Included is the time necessary to accomplish the stated responsibilities and ongoing dialogue with the committee, board members, and Listserve.

Available Resources Include

- www.niug.org
- NiUG Member Benefit Brochure
- Basecamp

General Membership Committee Description

This committee is charged with generating ideas and assisting where needed with implementation of programs, services and procedures to enhance the overall benefits of NiUG Membership, to attract new members, and retain existing ones.

Membership Committee Responsibilities & Essential Job Functions

- Review all relevant material before committee meetings
- Attend committee meetings (in person, via e-mail and/or conference call) and voice objective opinions on issues
- Pay attention to organization activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and management team to ensure that the committee's work and recommendations are in keeping with the general association mission and goals
- Promotes the benefits of being a NiUG member
- Promotes reseller discounts exclusive to NiUG membership
- Communicates with chapters regarding their vision, commitment and expectations
- Serves as a membership spokesperson within the organization
- Supports the committee and chapters carry out their plans and achieving measurable goals (including membership recruitment and retention)
- Focus on the strategic direction and objectives of NiUG and leave the tactical planning to NiUG staff
- Assists the Membership Chair when called upon

Minimum Qualifications

- Must be a regular member of NiUG in good standing
- Must possess a strong understanding of the core workings of NiUG International
- Good verbal, written, interpersonal, and leadership skills as well as multitasking abilities
- Articulate person with good planning, coordination, and communication skills
- Must possess strong public speaking skills in order to present at annual and/or regional meetings

Signature of Acknowledgement: _____

Print Name: _____

Year Term: _____

OUTLINE FOR A SUCCESSFUL YEAR

Training and Professional Development

- Membership development plans – Strategic Goals
- Website resources (www.niug.org)
- Membership newsletter (*The NiUG Connection*)
- Listserve participation

Communicate Regularly

- Email/Listserve messages
- Follow-up
- Recognize successes and challenges
- Solicit best practices

Know Your Association

- Size and demographics
- Track membership numbers (monitor progress)
- Programs and Activity

Promote NiUG Initiatives

- Member recruitment campaigns
- New and existing member benefits
- Industry-relation programs
- Conventions and Exhibitions