ASNE Membership Committee Charter

AUTHORITY AND PURPOSE:
In accordance with Article XI of the ASNE Bylaws, the Membership Committee is a Standing Committee of the Society that is “…responsible for establishing and executing programs to attract new members, overseeing the review of membership applications, promoting the interests of the Society's members, and advising the Council on matters pertaining to membership.”

FUNCTIONS AND RESPONSIBILITIES:
The Membership Committee is responsible to the ASNE Council for:
- Membership criteria
- Membership development programs
- Membership retention programs
- Membership processing and renewal
- Membership incentive programs, including recognitions for recruiting and retention
- Membership benefit programs, including affinity programs
- Membership marketing

In carrying out these responsibilities, the Membership Committee will:
- Prepare and conduct membership surveys as appropriate
- Prepare and maintain a membership strategy, subject to Council approval
- Monitor and assess membership trends at national and section level
- Monitor and assess membership processes
- Monitor and assess membership attrition
- Monitor and assess member recognition programs in coordination with Awards Committee and other committees as appropriate

COMMITTEE MEMBERSHIP AND SUPPORT:
As prescribed in the ASNE Bylaws, the Membership Committee will consist of a committee chair plus the chairs of the section membership committees of all ASNE sections and at least two additional members. Appointments and terms of office will be in accordance with the Council Policy on Committees.

The ASNE Membership Manager will be the primary staff point of contact for the committee. The staff will provide all necessary support for the committee, including provision of membership statistics and trend information.

MEETINGS:
The Membership Committee will meet at least six times a year, normally at least two weeks prior to scheduled Council meetings. The committee will endeavor to accommodate participation by members from remote sections through the use of e-mail, teleconferencing, etc. The committee will also participate in the annual Sections Meeting.

REPORTS:
The Membership Committee will provide a written report of each committee meeting. The report should be provided to the Executive Director / Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. The report should include:

- An attendance list for the meeting
- A summary of membership metrics reviewed at the meeting
- A summary of decisions made and action items assigned and status of previous action items.
- Any specific recommendations for the Council with supporting information.
- The report provided prior to the July Council meeting each year should include an overview of membership status and trends and ongoing activities for the benefit of incoming Council members.
- The report provided prior to the January Council meeting each year should include an annual assessment of membership status and trends and an annual review of the membership strategy with appropriate recommendations.

For the annual Sections Meeting, the Membership Committee will provide an overview report that summarizes membership status and trends and highlights ongoing actions. This report should include section level metrics and trends and emphasize the section role in member recruitment and retention.