



Membership Committee Roles & Responsibilities

Led By: Membership Coordinator

Reports To: Executive Director

Purpose:

The Membership Committee is an ad-hoc committee with goals of finding and engaging members of the public to provide financial and committee support to the organization

Membership of the Membership Committee is reviewed by the Executive Director. The Membership Coordinator, Committee Members and the Executive Director will work together to determine committee needs and will brainstorm new and potential committee members.

Membership Coordinator Responsibilities

- Provide leadership for the committee
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according to the agenda
- Create the agenda in partnership with staff support
- Provide research as needed for the committee
- Send out meeting reminders and agendas
- Take minutes during the meeting and create the monthly Board report
- Stay in regular communication with the Executive Director
- Bring the viewpoint of the Board of Directors to the committee discussion
- Bring action items and recommendations from the Committee to the Executive Director when necessary.
- Report Board decision back to the committee.

Committee Expectations:

- The Membership Committee will provide monthly written reports to the Executive Director about its meetings, attendance, recommendations and actions taken.
- The committee will meet on an “as-needed” basis or at the request of any members of the committee. Meetings may be held in person or via conference call.
- Find and engage members of the public to provide financial and committee support to the organization.
- With support from staff, annually submit objectives and a work plan for the committee as part of the planning and budgeting process.
- With support from staff, annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Executive Director.
- Annually, the Membership Committee will review the committee charter, committee work plan and committee membership. Any members who have not attended regular meetings or



documented activities to promote the committee's objectives for a period of 6 consecutive months will be removed from the membership list.

Committee Members Responsibilities:

- Serves in an advisory role to guide the committee
- Expresses ideas and provides input
- Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas
- Reviews material and provides input for improvement
- Serves as internal/external linkages for CCPR to open doors to further the organization's mission and vision.
- Participate in the development and implementation of the committee work plan

Time Commitment For Committee Members

- Committee members should anticipate giving an average of 2-3 hours per month to complete the activities.