

## **MEMBERSHIP COMMITTEE**

### **SCOPE AND PURPOSE**

The Membership Committee became a standing committee of the Association at the direction of the 1972-73 Executive Council. The goal of the Membership Committee is to review the policies and methods for promoting membership in the Association. Over the course of the years, two distinct functions have become apparent: (1) Committee activities which may include membership surveys and statistical reports; and (2) Membership services such as the maintenance of the membership database and creation of the membership Directory (see Section 6: Membership Services).

### **CHARGE OF THE MEMBERSHIP COMMITTEE**

1. Solicit membership.
2. Communicate the benefits of membership in CASFAA.
3. Conduct surveys and membership drives directed by the Executive Council, on an as needed basis.
4. Provide statistical membership reports and analysis, as needed.
5. Submit an article about membership to the CASFAA Newsletter.

### **SELECTION, COMPOSITION AND SIZE OF THE MEMBERSHIP COMMITTEE**

A. Membership Committee Chair: The Membership Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must review the Committee Chairpersons selected by the President.

B. Membership Committee Members

The committee members are usually the Segmental Representatives and both Members-at-Large.

C. Committee Size: As noted above.

### **CHARGE OF THE MEMBERSHIP SERVICES CHAIRPERSON**

1. Maintain the membership database.
2. Provide labels to appropriate committees. Upon approval by the Executive Council, make the labels available for a fee to other postsecondary associations or organizations.
3. Create the Membership Directory.
4. Provide a membership application form to former members, to the CASFAA Newsletter for publication, to postsecondary educational institutions and to other individuals at their request. This should be done in coordination with

- the Membership Committee.
5. Liaison with Membership Committee.

### **SELECTION OF THE MEMBERSHIP SERVICES CHAIR**

- A. Membership Services Chair: The Membership Services Chair is intended to be a medium to long-term appointment. Therefore, selection of the Membership Services Chair should be undertaken carefully by the President to ensure that the Chair will have adequate resources, both technological and human resources, to effectively serve in this position. The Executive Council must review the Committee Chairpersons selected by the President.

**COMMITTEE MEETINGS** There are typically no membership committee meetings.

### **HISTORY OF THE MEMBERSHIP COMMITTEE**

The CASFAA Membership Committee was authorized in 1972. On or about 1994, it evolved to a Membership Services Chairperson only, whose primary duty is keeping the database current