

Membership/ Elections Committee

1-year position, 2-3 hour commitment per month

- Create & distribute annual membership survey, then compile results
- Support with annual elections by creating forms, reviewing nominations, compiling bios, etc.
- Assist with the annual, month-long membership drive
- Encourage recruitment, feedback, & member involvement
- Maintain communication with members
- Maintain coordination with other committees as needed

Formal Description (per ByLaws)

1. Membership/Elections Committee shall consist of three (3) members of the Association of whom no more than two (2), but at least one (1) must be a member of the Executive Board and are appointed by the Executive Board. Membership Director serves as chair.
2. Inviting recommendations for nominees for each elective office to be filled.
3. All rules and procedures for the election process not enumerated in these bylaws shall be recommended by the Membership/Elections Committee and approved by the Executive Board
4. Plan and facilitate at least one membership drive each year.
5. Create and distribute annual membership survey, compiles results and reports back to the board.
6. Maintain the contact with regional representatives to encourage recruitment, member feedback, and involvement.
7. Coordinate with Social Media Committee for Member Spotlights and membership announcements.
8. Maintains communication with members (This may just be the Chair/Membership Director) to include, but not limited to:
 - a. New Members: Welcome email letting them know who the board is, involvement opportunities, social media platforms to follow.
 - b. Members near expiration: notification within 2 weeks of expiration, thanking them for support, encouraging them to renew, ask for feedback
 - c. Expired members: wait for glasscubes to update, email reminder to renew, notifying them about expiration, ask for feedback.