

<b>Committee</b>	<b>Membership Committee</b>
<b>Committee Charge</b>	Develop new and innovative ways to attract new members as well as retain current membership. Evaluate the needs of the current membership and membership structure.
<b>Committee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Review current member benefits and explore new member benefits to ensure that NAMSS members are fully engaged and retaining their membership</li> <li>2. Identify and prioritize groups to help diversify NAMSS membership</li> <li>3. Recruit young professionals in the field to become engaged with NAMSS</li> </ol>
<b>Committee Composition</b>	The Membership Committee is comprised of a Chair, Vice Chair and at least five additional members including a designated position for a Board Liaison upon appointment by the President-Elect.
<b>Membership Term</b>	All other committee members including the Chair serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup>
<b>Expected Commitment</b>	The Membership Committee will meet at least monthly via conference call unless otherwise noted by the Chair and may also be required to dedicate 4-5 additional hours of active communication with both Committee members and the entire NAMSS membership on a monthly basis. Additional time requirements will be determined based upon the scope of work.
<b>Selection/ Appointment</b>	Members are selected by the President-Elect with input from the Committee Chair and Incoming Chair when applicable. The Committee Chair is appointed by the President-Elect. Committee member selections are approved by the Board.
<b>Committee Requirements</b>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Express desire to serve with a special interest in membership</li> <li>2. It is desirable, but not required that members be certified (either CPMSM or CPCS).</li> <li>3. Must be able to carry out the work of the committee.</li> <li>4. Desire to advance the mission of NAMSS.</li> <li>5. Active in the medical services profession.</li> <li>6. Ability to work well with others.</li> <li>7. Ability to make the necessary time commitment.</li> <li>8. NAMSS member in good standing.</li> <li>9. Ability to attend and actively participate in conference calls</li> </ol> <p><b>Committee Chair:</b> In addition to the above requirements, when possible, the Chair should have previously served as the Membership Vice Chair.</p> <p><b>Committee Vice Chair:</b> In addition to the above requirements, when possible, the Vice Chair should have previously served as a member of the Committee for at least one full year.</p>

<b>Roles and Authorities</b>	<p><b><u>Makes Recommendations (to the Board)</u></b></p> <ol style="list-style-type: none"> <li>1. Membership Recruitment and Retention Campaigns</li> <li>2. Changes to Member Benefits</li> <li>3. Changes to Bylaws Related to Membership</li> <li>4. Member Recognition Programs</li> <li>5. Mentoring Program Administration</li> </ol> <p><b><u>Provides Input</u></b></p> <ol style="list-style-type: none"> <li>1. Evaluating Membership Types</li> <li>2. Membership Policies</li> </ol> <p><b><u>Monitors</u></b></p> <ol style="list-style-type: none"> <li>1. Membership Growth</li> <li>2. Member Satisfaction</li> <li>3. Member Renewals</li> </ol>
<b>Staff Liaison(s)</b>	<p>Heather Nelson, Operations Coordinator  <a href="mailto:hnelson@namss.org">hnelson@namss.org</a> (202) 367-2459</p> <p>Caitlin Sarlo, Operations Senior Coordinator  <a href="mailto:csarlo@namss.org">csarlo@namss.org</a> (202) 367-2460</p> <p>Kirsten Shaffer, Operations Senior Manager  <a href="mailto:kshaffer@namss.org">kshaffer@namss.org</a> (202) 367-2392</p>