

Committee	Membership Committee
Committee Charge	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.
Committee Goals/Responsibilities	<ol style="list-style-type: none"> 1. Review current member benefits and explore new member benefits to ensure that NAMSS members are fully engaged and retaining their membership 2. Identify and prioritize groups to help diversify NAMSS membership 3. Recruit young professionals in the field to become engaged with NAMSS
Committee Composition	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.
Membership Term	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 st – December 31 st
Expected Commitment	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.
Selection/ Appointment	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.
Committee Requirements	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve with a special interest in membership 2. It is desirable, but not required that members be certified (either CPMSM or CPCS). 3. Must be able to carry out the work of the committee. 4. Desire to advance the mission of NAMSS. 5. Active in the medical services profession. 6. Ability to work well with others. 7. Ability to make the necessary time commitment. 8. NAMSS member in good standing. 9. Ability to attend and actively participate in conference calls <p>Committee Chair: In addition to the above requirements, when possible, the Chair should have previously served as the Membership Vice Chair.</p> <p>Committee Vice Chair: 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>

<p>Roles and Authorities</p>	<p><u>Makes Recommendations (to the Board)</u></p> <ol style="list-style-type: none"> 1. Membership Recruitment and Retention Campaigns 2. Changes to Member Benefits 3. Changes to Bylaws Related to Membership 4. Member Recognition Programs 5. Mentoring Program Administration <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. Evaluating Membership Types 2. Membership Policies <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Membership Growth 2. Member Satisfaction 3. Member Renewals
<p>Staff Liaison(s)</p>	<p>Heather Nelson, Operations Coordinator hnelson@namss.org (202) 367-2459</p> <p>Lindsey Kim, Operations Associate lkim@namss.org (202) 367-2416</p> <p>Kirsten Shaffer, Operations Senior Manager kshaffer@namss.org (202) 367-2392</p>