

Membership Committee Charter

Purpose

The purpose of the Membership Committee is to develop and implement strategies to increase membership and retain existing members of the DAMA International Chapter of Central Ohio, d.b.a. Buckeye DAMA.

Master Document: [MembershipCommitteeCharter.docx](#)

Responsibilities

The Membership Committee is responsible for:

- Developing and implementing strategies to increase membership and retain existing members.
- Reviewing membership applications and making recommendations to the board.
- Developing and implementing programs to engage members.
- Developing and implementing programs to recognize members for their contributions.
- Developing and implementing programs to encourage member participation in the organization's activities.
- Collaborating with the Marketing and Communications committee to develop e-mail templates consistent with Buckeye DAMA's brand.

Composition

The Membership Committee shall consist of at least three volunteers from membership appointed by the board. The chairperson shall be appointed by the board and the co-chair may be selected from the members by the members and approved by the chairperson. The term of office for each member shall be one year. Members may be reappointed for additional terms.

Authority

The Membership Committee shall have the authority to:

- Develop and implement strategies to increase membership and retain existing members.
- Review membership applications and make recommendations to the board.
- Develop and implement activities to engage members, gain and improve retention. May require collaboration with the Events Committee.
- Develop and implement processes to recognize members for their contributions.
- Collaborate with the Events Committee on programs to encourage member participation in the organization's activities.
- Ensure the annual renewal invoicing from the website begins at least 40 day before renewal is due.
- Follow-up with members whose membership status is at risk of expiring.

Meetings

The Membership Committee shall meet at least once per quarter or as needed.

Reports

The Membership Committee shall report its findings and recommendations to the board at each board meeting.