

PSEA MEMBERSHIP COMMITTEE

CHARGE AND SOP

Scope: The Membership Committee is a standing committee charged with developing and implementing strategies to increase membership and membership engagement, and to apprise prospective new members of the benefits of membership. Although its work typically builds upon the work done by prior committees, the PSEA President may also issue additional specific charges. Members are appointed for a one-year term to develop strategies that promote membership and increase membership retention. Three areas of emphasis include recruitment, retention and mentoring.

Term: The committee's work commences on July 1 with installation of the new PSEA officers and directors and ends on June 30 of each year.

Members: Chair and no less than 2 members

Charges & Responsibilities:

- In accordance with NAEA membership initiatives, develop and implement plans to attract new members and retain existing members.
- Identify additional benefits that may be offered to the membership to increase the value of membership.
- Promote a mentor program for young / new professionals.
- Establish and implement member recognition programs.
- Continue to engage seasoned members as well as new members to provide an inclusive environment for members to see strong PSEA value.
- Collaborate with the Educating America task force to increase the number of academic associates.
- Engage other committees / task forces as appropriate to assist in implementation of programs to increase member recruitment and retention.
- Consider a member survey, if appropriate, to understand the needs of our members.
- Report all proposed committee recommendations to the PSEA Board for approval prior to implementation.
- Collaborate with any PSEA committees as appropriate to fulfill these charges.
- Refer to the Membership Committee SOP for more information on the process.

PSEA MEMBERSHIP COMMITTEE SOP

Composition of the Membership Committee

The Membership Committee members, appointed by the President, should have experience with membership, whether at the local, affiliate, or national level. To maintain continuity in this important committee, two or more members may be carried over from the previous year's committee.

The PSEA Board of Directors (Board) continually seeks to identify members with strong leadership abilities. Participation in this committee is an excellent opportunity for the chair and PSEA members of the Board to evaluate members who demonstrate the requisite skills necessary to serve PSEA in the future in this or another capacity. Please keep this in mind and if a committee member exhibits extraordinary skills, please discuss with the PSEA President.

Duties of the Membership Committee

The Membership Committee is a standing committee tasked with developing and implementing strategies to increase membership and membership engagement, and to apprise prospective new members of the benefits of membership.

Timeline

The committee's work commences at the start of the new PSEA governance year on July 1. This marks the effective start of the committee's charge, which generally ends when the next committee's charge is effective, approximately one year later.

Shortly after the start of the fiscal year, the committee should convene to discuss its overall charge and specific strategies to achieve the initiatives. Priority is generally given to unfinished projects from the previous year, but that may change depending upon PSEA's membership needs and the President's specific charge.

The chair will schedule committee meetings as needed to accomplish its objectives for the fiscal year. The meeting schedule for the Committee's work should allow the Committee to meet its specific charges in a timely fashion and also be sensitive to the needs of its members. The chair should confirm that the meeting schedule is agreeable to the committee members and will modify it as appropriate. The committee should remain cognizant of any Board plans and intentions in its work. The chair will provide all members of the committee with a schedule of committee meetings and distribute agendas for each meeting.

The chair or a committee member may prepare a draft report of its recommendations for proposed membership initiatives. Generally, the completed committee report will be distributed to the full committee for comments / revisions before distribution to the Board. The final committee report is then submitted to the Board for approval.

An invitation to the chair is extended when the chair's presence at the Board meeting is required by the President. If the President requests the chair attend a meeting, his / her travel expenses will be reimbursed according to the established reimbursement policies found within the PSEA Policy and Procedures Manual.