

MEMBERSHIP COMMITTEE

PURPOSE: To promote growth and retention of membership within DNA.

COMMITTEE MAKEUP

1. The committee will be composed of one chair, a chair-elect, 6 to 10 committee members, and a Board liaison.

DUTIES AND RESPONSIBILITIES OF COMMITTEE CO-CHAIRS

1. Committee Chair(s) will serve as liaison between the committee and the Board of Directors and oversee the functioning of the committee.
2. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in general budget.
3. Be familiar with role description and policies pertaining to the Committee.
4. Review and update policies as needed.
5. Submit a slate of candidates for membership, in collaboration with the president and staff or approval by the Board of Directors.

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER

1. A member of DNA in good standing
2. Ratified by the board.
3. Network and collaborate as needed with committee members and Chairs.
4. Actively participate via meetings, telephone, and written communication.
5. Determines the need for and oversees the membership needs assessment survey.
6. Conducts ongoing promotion and public awareness of the society and dermatology nursing.
7. Develops strategies for recruiting and retaining members.
8. Actively recruits and retains members
9. Maintain an 80% retention rate per year.
10. On a monthly basis, contacts all members who do not renew via email and at least 25% by phone to understand the reason for non-renewal.
11. Increases membership by 10% per year.
12. Assume responsibilities as delegated by Committee Chair(s).

TIME COMMITMENT

1. Approximately one year bi-monthly for conference call.

REQUIREMENTS AND SELECTION OF CO-CHAIR AND COMMITTEE MEMBERS

1. Access to a computer and availability to participate in discussion via email, phone and other communication.
2. Membership in the committee will continue for a two year term unless the member does not participate in the committee activities.
3. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
4. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.