



## **MEMBERSHIP COMMITTEE DESCRIPTION**

**PURPOSE:** To promote growth of membership within DNA via recruitment and retention activities.

### **COMMITTEE MAKEUP**

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

### **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

1. A member of DNA in good standing.
2. Network and collaborate as needed with committee members and chairs.
3. Actively participate via meetings, telephone, and written communication.
4. Determines the need for and oversees the membership needs assessment survey.
5. Conducts ongoing promotion and public awareness of the association and dermatology nursing.
6. Develops strategies for recruiting and retaining members (Examples: Dermatology office outreach, follow up on membership non-renewal, attendance at allied conferences and health fairs, etc.).
7. Actively recruits and retains members.
8. Assume responsibilities as delegated by Committee Chair(s).
9. Assists in development of budget requests for membership committee activities.

### **DUTIES AND RESPONSIBILITIES OF CHAIR**

Board of Directors member will serve as liaison between the committee and the Board of Directors. (See DNA role of Board liaison).

1. Committee Chair(s) will 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. Facilitate, assign and monitor activities of committee members.

### **TIME COMMITMENT**

1. Hour meeting every month.
2. Approximately 4-7 hours every 3 months in outreach activities, (ie welcoming new members, reaching out to non-renewing members).

### **REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS**

1. A member of DNA in good standing who has submitted appropriate forms to DNA staff.
2. Access to a computer and availability to participate in discussion via email, Basecamp, phone and other communication.
3. The Membership Committee members will be volunteers on the committee and serve a two-year term. Successive terms may be served.
4. Membership in the committee will continue until the member resigns or does not participate in committee communications. Absence from three consecutive meetings without prior notice to the chair may result in dismissal from the committee.
5. The committee members should be willing to participate in outreach activities from time to time.

### **REQUIREMENTS AND SELECTION OF CHAIR**

1. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
2. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.
3. See DNA succession plan.

Revised and approved by BOD: 06.2020