

Membership Committee

Purpose:

To prepare and distribute published membership information to NEA members, to address concerns of NEA members related to membership, and to provide information about membership in NEA to members and other appropriate parties.

Term:

Three years; with staggered appointment of the members. Appointed by the President with the approval of the Board.

Membership:

Five persons appointed from the general membership.

Major Duties

Revised July 1999.

Approved Nov. 1999.

- On authorization from the Executive Board and with the assistance of the Membership Secretary produces a membership *Handbook and Directory* periodically, arranges for its distribution, and maintains an electronic copy of the *Handbook and Directory*.
- Supports the ongoing membership-related tasks such as distributing membership information to appropriate persons and forums.
- Sends copies of updated membership brochure (2 copies) and *Handbook and Directory* (1 copy) to Archives soon after each has been printed.
- Coordinates with Local Arrangements Committee the new member registration and welcome at spring and fall meetings.
- Submits quarterly reports to the Newsletter editors.
- Submits quarterly reports to the Board thirty days before Executive Board meetings.
- The committee chair or a designee must attend all Executive Board meetings.
- Committee chair submits a membership and membership secretary budget to the treasurer by October 1.
- Develops short and long term goals which are consistent with the priorities set forth in NEA's long-range plan.
- Reviews and updates membership information on the NEA Web site.