

Membership Committee

Revised April 2011
Approved April 2011

Purpose:

To recruit new members to NEA, to retain current members, and to support members by providing access to membership information, promoting benefits and events available from NEA, and administering benefits when appropriate.

Term of Office:

Members: at least 5 rotating on 3 year terms.
Chair: 1 or 2 rotating on a 3 year term.

Chair Major Duties:

- Works with the Membership Secretary to provide access to and administration of the membership database.
- Develops short and long term committee goals which are consistent with the priorities set forth in NEA's strategic plan.
- Supports ongoing membership-related tasks such as distributing membership information to appropriate persons and forums.
- Advocates for improved membership benefits.
- Coordinates work of committee members.
- Plans and runs Membership Committee meetings as needed
- Sends copies of membership materials to the NEA Archives and arranges with the NEA Archivist for the orderly transfer of the committee records to the Archives.
- Submits annual budget to the Treasurer and oversee committee expenses.
- Submits all committee-related invoices and receipts to the Treasurer.
- Attends all regularly scheduled NEA Board meetings to represent the committee's and the members' interests.
- Submits a quarterly report to the Board about a week before the Board meeting.
- Communicates with Executive Board between meetings as needed or requested.

Committee Members Major Duties:

Recruit:

- Disseminate information about joining NEA through appropriate methods
- Listservs

- Student groups
- Professors
- Professional associations
- Print and online materials.
- Arrange for NEA representation at internship fairs and related recruitment events – marketing primarily to students.
- Work with Outreach Committee and Communications Committee to market NEA to allied professionals and the public.

Retain:

- Work with Local Arrangements Committee to plan and host new member events at semi-annual meetings.
- Administer periodic membership survey on topics suggested by board, disseminate results broadly, and indicate to members when survey results are used to improve services and benefits.

Support:

- Promote information about NEA memberships through print and online materials.
- NEA web site
- Facebook
- LinkedIn
- Other online sites
- Work with Communications Committee to regularly publicize upcoming events/activities to membership.
- Administer the resume review service at semi-annual meetings.
- Maintain Membership related information in appropriate formats.
- Membership directory in a format that is appropriate for members' needs, best accessibility, and current technology.
- Membership-related pages on NEA web site.
- Membership printed materials, such as brochures and posters.