



OPERATING GUIDELINES

MEMBERSHIP COMMITTEE

I. OBJECTIVE

This document describes the responsibilities and procedures of the Membership Committee. The Committee serves as the coordinator and liaison between the MARSQA Board of Directors and the general membership of **MARSQA**.

II. CHAIRPERSON(S) DUTIES

- A. Schedule and coordinate meetings with the committee as needed.
- B. Contact MARSQA member volunteers who have expressed interest in serving on the committee to answer questions and provide details of committee activities and responsibilities.
- C. Respond to requests from prospective members for information regarding the benefits of being a member to MARSQA and how to apply for membership.
- D. Serve as the point source for information regarding membership in **MARSQA**.
- E. Work in conjunction with SQA to maintain a current **MARSQA** membership listing.
- F. Ensure there is a means for the MARSQA membership to access a directory of MARSQA members.
- G. Prepare a committee update as necessary for the **MARSQA** Board of Director's meeting.
- H. Recommend to the Board of Directors Committee suggestions for changes and improvements to retain current members and attract new members to MARSQA.

III. COMMITTEE DUTIES

- A. Attend committee meetings as scheduled.
- B. Work with the Chairperson(s) and other committee members on suggestions to be brought to the MARSQA Board for changes and improvements to retain current members and attract new members to MARSQA.

- C. Develop and revise as needed a Welcome Package for new members to MARSQA.
- D. Develop membership surveys as needed.

IV. PROCEDURES

- A. The Membership Committee will hold meetings on an as needed basis and otherwise keep in contact.
- B. Coordinate membership drives with the assistance of SQA headquarters and the MARSQA newsletter.
- C. Forward all individual membership information/changes as needed to SQA headquarters for database update.
- D. Emails to the MARSQA membership on behalf of the Committee must first be sent to the MARSQA President and Board members for their approval. Once approved, distribution to the membership will be coordinated through SQA headquarters.

V. RECORDS

- A. All related records, meetings minutes, either hard copy or electronic, shall be provided to the Historical Committee for archiving.

VI. TIME REQUIREMENTS

- A. It is estimated that one and possibly two meetings will be necessary each year. Revisions to membership materials, advertising, contact with new members, coordinating mailings and database updates should require minimal time and not necessitate a meeting in most cases.
- B. The Chairperson(s) is invited to attend the **MARSQA** Board of Directors meetings which are held at least 3 times a year for half or full day sessions.