



Membership Committee (Requires 6-8 Members)

The primary purpose of the Membership Committee (hereinafter referred to as “The Committee”) is to assist the Executive Director in growing the membership and retaining existing Members.

BENEFITS OF MEMBERSHIP COMMITTEE: First and direct access to new and potential members. Cultivate and nurture relationships with existing members which enhances and promotes future and current business collaborations.

Responsibility of The Board Liaison:

- represent The Committee at the monthly Board Meetings
- attend every committee meeting
- summarizes The Committee Report each month to bring awareness to the Board on the progress and needs of The Committee
- brings items to the Board for motion and/or vote
- serves as an adjunct committee member - filling in for tasks and duties as needed

Responsibilities of the Committee Chair:

- set the date, time and location for each meeting
- send out reminders for the meetings
- request a calendar invite for the meetings to be sent by the ED
- record the minutes for each meeting via the Committee Report Form:
 - items include roll call, general discussions, action items and/or assigned tasks, items to be approved by the board, etc.
- assigns tasks and action items to each committee member and assigns due dates to the tasks and action items
- uploads the Committee Report to the appropriate drop box file (per direction from ED)
- assists with general committee member duties as well



Responsibility of The Committee Members:

- develops the program and budget for the current year's goals for retention and new membership.
- plans the annual membership drive event
- Reach out to all new members
 - Call to welcome
 - Offer opportunities to join committees
 - Share upcoming events
 - Follow up with an email with an introduction to another NARI member or with a committee chair of their interest
- Mentor new members
 - update them on upcoming events
 - Check in with new members via email, text or call (find out how they best communicate)
- Assist in the Membership Orientation with the ED
 - to be held at a vendor showroom OR Virtually
- Assist the ED in reaching out to any member that is not active or about to drop and see what assistance they need to remain an active member
- Follow up with potential members and guests that attend our events
 - by calling, and then emailing, and sending a personal note.

Meetings:

- Membership Committee Members should be at as many meetings and social events as possible.
- Members of the committee should communicate with each other when they are not able to attend a meeting or event to make sure **at least half** of the committee will be in attendance to facilitate engagement with existing, new, and potential members.
- Welcome new members and prospects by introducing new members to current members during all events
- Engage with existing members by introducing them to new members
 - Discuss how they are utilizing or enjoying their membership