



CAI – CENTRAL OREGON REGIONAL CHAPTER (CORC)

MEMBERSHIP COMMITTEE CHARTER

Purpose:

The Membership Committee will strengthen and advance CORC through promotion of membership benefits and the mission of CAI; emphasizing the recruitment of new members and retention of existing members.

Duties:

- Distribute prospective membership packets to any interested non-members at each CORC or CAI event.
- Work with the Chapter Executive Director (CED) on following up with all prospect members.
- Contact all new members, welcoming them on behalf of CAI-CORC
- Hold a minimum of two (2) Committee meetings per year. The Committee Chair will take minutes of the meeting for approval by the Committee and distribution to the Board of Directors.
- Work with the CED on following up with expiring members on renewal process.
- Plan one mini-social event per year as an exclusive welcome to new members.
- Prepare and Annual Membership Report on the status and accomplishments of the committee during the prior year. This will be sent to the CED for distribution to the Board of Directors no less than (3) weeks prior to the Chapter's Annual Meeting.

Organization:

The Committee shall consist of at least three (3) members, but no more than five (5). Then Committee Chair shall be appointed by the Board of Directors and reviewed annually. The Chair shall be responsible for delegation and fulfillment of the assigned duties.