



Educate, Connect, Inspire

Massachusetts Computer Using Educators

Procedures **Membership Committee (Ad Hoc)** **November 21, 2019**

Essential Functions of All Committees

Chair or Co-chairs:

Members:

Ex-officio members: President, Executive Director

Note: All committee work must support the MassCUE mission and operate in accordance with the MassCUE policies established by the Board.

Term:

Chairperson and Members will serve for one year. Chair will be appointed or reappointed at the May Board Meeting. Members will be appointed or reappointed at the June Board meeting.

Duties of the Chairperson:

- Recommend candidates, who are members in good standing and can fulfill the duties of a committee member, for appointment or reappointment to the committee.
- Communicate with committee members, arrange at least six meetings per year, plan agendas, make assignments, be the liaison to other committees, and conduct business on-line as needed.
- Prepare at least six committee reports to the Board and post them in the Board Meetings folder at least one week prior to the Board meeting.
- Post meeting dates, both face to face and online, on MassCUE Board internal calendar.
- Collaborate with the web site coordinator to keep committee related information accurate, current and in accordance with these Procedures.
- Collaborate with the social media ambassador and Communications Committee Chair(s) to share committee related news.
- Prepare and present the committee's Annual Report at the General Meeting.

Duties of the Members:

Attend online and face-to-face meetings on a regular basis and actively participate by volunteering to lead or support committee tasks.

Committee Member Benefit: Those who have served, participated and contributed in accordance with Committee Members Benefit Policy will be eligible for complimentary membership for one year upon recommendation of the Chair at the June Board meeting. If they agree to do so, they will be recommended for reappointment.

Those who have not actively served, participated and contributed will not be recommended for reappointment and will be notified by the chair that if they are able to actively participate in the future, they can let the chair know that they would like to again be considered to serve on the committee.

Approval Process for Edited Procedures

- Chairperson(s) of each committee will regularly review the Charge and Procedures to ensure they reflect what the committee does. Use strikethrough for deletions and colored text for additions so that BPP Committee and the Board knows what has been changed.
- Chairperson(s) of each committee will submit recommended changes to the Charge and Procedures to the Bylaws, Policies and Procedures Committee.
- Collaborate with BPP Committee regarding any further suggestions.
- The BPP Committee Chair will present the Recommended changes to the Board for a vote.

Procedures

Charge: Evaluate current membership structure, and develop and implement a system to increase new memberships and encourage renewal memberships to MassCUE that is representative of the diversity and regions of Massachusetts.

Optimal number of members: 2-4

Responsibilities: Make recommendations to the board regarding membership growth.

Goals:

Standing goals:

Increase and improve membership and membership benefits.

Working Goals

- Analyze annual data to determine the state of our membership.
- Research and observe practices from ISTE affiliates, and make recommendations to the Board of Directors that innovate, and are in the best interest of MassCUE's future growth.

- In collaboration with Outreach and Engagement Committee, make recommendations to the Board that might increase and improve membership and membership benefits.
- Abide by the Membership Policy

Annotated Timeline for Membership Procedures:

- July
- August:
- September: Collaborate with Outreach and Engagement Committee re participation at CUE Central at the Fall Conference.
- October: Survey Fall Conference participants regarding benefits and how we might improve. Gain knowledge about non-member reasoning.
- November: Review the Procedures for possible edits/revisions. Develop strategies based upon data analysis.
- February: Report conference survey results and formal conference membership data to Board.
- March:
 - Survey Spring Conference participants regarding benefits and how we might improve. Gain knowledge about non-member reasoning.
 - Prepare budget for the following year.
- April: Analyze results, and make recommendations to Board.
- May:
 - Seek board approval to continue Membership Committee.
 - Chair recommended for appointment by President with Board approval.
- June:
 - Recommend committee members for appointment by President with Board approval.
 - Discuss Goals for the year ahead and review the Membership Committee Procedures.

Related Policies

- Membership Policy
- Committee Member Benefits