



MEMBERSHIP COMMITTEE CHARGE

Purpose

To develop, implement, and evaluate programs and strategies related to recruitment and retention of SOPHE members, and to make recommendations on SOPHE membership benefits. The committee also makes evidence-based recommendations on enhancing membership benefits and value.

Number of Members: 15-20

Composition:

Members should include the Chair, Vice Chair, and a variety of members reflecting SOPHE's membership, including students, early career professionals, and a variety of tenure.

Method of Appointment

The Chair and Vice Chair shall be appointed by the President, in consultation with the President-Elect and Chief Executive Officer. Members can self-nominate themselves to the committee. The Board has the final approval of the committee.

Term of Office

The two-year term begins immediately following the annual SOPHE Business Meeting of the Membership during the Annual Conference of the year appointed. Committee members will need to apply each year.

Accountability:

Reports to: Board of Trustees

Key relationships: House of Delegates, Professional Development Committee, Annual Conference Committee, Advocacy Committee, Finance Committee, and SOPHE Communities of Practice

Staff Liaison(s)

Manager, Membership Engagement and Growth; Maricela Arias-Cantu (backup)

Responsibilities

- Plan and conduct activities to support achieving the SOPHE Strategic Plan Goals and Objectives



- Implement goals and objectives with the assistance of the National SOPHE office, as necessary.
- Submit budget requests to the Treasurer by August 31 each year.
- Develop a schedule of annual activities to achieve SOPHE's strategic plan and goals for membership recruitment and retention.
- Review member benefits and dues schedules and make recommendations.
- Advise the Finance Committee on membership issues.
- Coordinate periodic communication and mailings to SOPHE student members.
- Recruit committee members and encourage member participation and engagement.
- Conduct membership surveys and analyze membership data trends annually or as needed.
- Submit written reports on committee activities and recommendations or motions for action at the Board of Trustees business meetings held during the Annual Conference.
- Ensuring there is cross-collaboration with SOPHE Chapters, SOPHE Communities of Practice, and other committees to support national and local membership efforts.
- Review and recommend changes to update the Membership committee charge as necessary.

Decision-Making Authority:

- Make recommendations to the Board.

Meeting Frequency:

Monthly

Estimated Time Commitment:

3 hours per month

Scheduled

- Committee Teams Meetings (monthly)
- First-timer Breakfast (March/April at SOPHE Annual Conference)

Busiest Times of the Year



- Various times throughout the year.