

## MEMBERSHIP COMMITTEE

2026

### Committee Charter

#### COMMITTEE MEMBERS

<b>Chair</b>	Diamond Stephens, Membership Coordinator
<b>Board Liaison</b>	Sam Hardin
<b>Members</b>	Sarah Atherton, Julie Richards, Princess Walton,
<b>Staff</b>	Ivoire Foreman, Operations Manager
<b>Meeting Frequency</b>	As Needed – TBD Some work may be completed by committee members outside of formal meetings, as coordinated by committee chair
<b>Committee Type</b>	Ad Hoc
<b>Reports To</b>	Executive Director and CEO

#### COMMITTEE CHARGE

The membership committee shall provide strategic guidance and support in the areas of membership development, retention and benefits.

### Committee Responsibilities

Committee responsibility changes require the approval of the Executive Director/CEO.

#### COMMITTEE TASKS

#	Task	Due Date
1	Evaluate membership book options and make recommendation to the Executive Director and CEO to consider for the annual membership benefit.	03/30
2	Evaluate membership benefits, structure and fees and make recommendations, involving finance and asset management committee, as necessary	As Needed
3	Staff the membership table at Annual Licensing Seminar	September
4	Plan, schedule and hold a gathering for first-time seminar attendees / new members at seminar. Coordinate with Events Manager, as appropriate.	Seminar Schedule
5	Provide staff with quarterly NewsLink materials promoting NARA membership and highlighting benefits of membership	Ongoing
6	Annually review trends in membership.	Annually
7	Reach out to lapsed and graced Individual and Organizational members as assigned, to encourage them to renew their NARA membership.	Ongoing
8	Assist staff in implementing the Membership Recruitment and Retention Plan.	Ongoing



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## QUARTERLY REPORTS

Please provide quarterly status updates to NARA staff using the online survey link provided to the Committee Chair(s) For additional assistance, please email [admin@naralicensing.org](mailto:admin@naralicensing.org). Please include progress updates for each of the listed tasks for the committee. Updates are due by the following dates:

January – March update due: 04/10	April – June update due: 07/10
July – September update due: 10/09	October – December update due: 12/18