



MEMBERSHIP COMMITTEE

2026

Committee Charter

COMMITTEE MEMBERS

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



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. 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