



# MEMBERSHIP

2023

## Committee Charter

### COMMITTEE MEMBERS

<b>Chair</b>	Nikki Duffney, Membership Manager
<b>Board Liaison</b>	Alfred Johnson
<b>Members</b>	Patricia Bolton, Sarah Atherson, Shannan Smith, Steven Eng, Caron Ahelmeyer, Anailim Dally, Julie Richards
<b>Staff</b>	n/a
<b>Meeting Frequency</b>	Every two (2) Months – Mar, May, Jul, Sept, Nov Additional 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

### 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 requires the approval of the Executive Director.

### COMMITTEE TASKS

#	Task	Due Date
1	Evaluate membership book options and make recommendation to the Executive Director to consider for the annual membership benefit.	02/28
2	Evaluate membership benefits and make recommendations, involving finance and asset management committee, as necessary	05/29
3	Annually review trends in membership.	November
4	Provide staff with quarterly NewsLink materials promoting NARA membership and highlighting benefits of membership	March; June; September; December
5	Staff the membership table at Annual Licensing Seminar	September
6	Reach out to lapsed and graced Individual and Organizational members as assigned, to encourage them to renew their NARA membership.	Ongoing
7	Assist staff in implementing the Membership recruitment and retention plan.	Ongoing



8	Plan, schedule and hold a gathering for first-time seminar attendees / new members at seminar. Coordinate with Events Coordinator and Manager, as appropriate.	Seminar Schedule
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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: <b>04/07</b>	April – June update due: <b>07/07</b>
July – September update due: <b>10/13/2022</b>	October – December update due: <b>12/15</b>