



MEMBERSHIP COMMITTEE

Duties & Charge

Revised 04/07/2022

A Membership Committee, consisting of a chairperson and at least two members, shall market the benefits of CCML membership and work to recruit and retain members. Responsibilities include member engagement, outreach, and education.

Duties

Chair

- Serve on CCML Executive Committee.
- Determine direction for the calendar year.
- Set agenda for the committee meetings.
- Write annual report for committee activities.
 - Compiles statistics
 - Membership levels
 - Membership events.
- Compile member accomplishments and present at membership meetings.

Outreach & Engagement Coordinator(s)

- Coordinate membership meeting
 - Provide name tags for members.
 - Take group photos.
 - Monitor Zoom chat during hybrid meetings.
- Introduce new members and visitors.
- Send new member welcome email.

Education Coordinator(s)

- Find speakers for membership meetings.
- Organize continuing education sessions
 - Determine membership interests via survey.
 - Coordinate with vendor to determine group rates.
 - Distribute access information to participants.
- Facilitate payments between CCML and speakers/vendors.