



2020 Membership Committee Charter

Approved by the AORE BOD December 19, 2019

Board Committees fulfill its governance obligations to define and protect the mission, protect the assets, review the ED's performance, be ambassadors of the AORE and ensure adequate resources to carry out the mission.

Purpose: The Membership Committee purpose is to grow the current membership as well as increase existing membership engagement. As ambassadors, BOD members will connect with members to help navigate the opportunities within AORE and help advise on the best ways to get engaged and meet their goals for joining. The committee will actively identify prospective current or aspiring leaders who would be an ideal fit or have expressed interest in AORE.

Scope: Board Committees are a practical way to structure and manage the board's work. A board committee provides counseling and advice for the board or to handle a task on the board's agenda. Any recommendations made by a board committee needs to be approved by the board, but the board is not obligated to go with committee suggestions. Board committees are not involved with the Annual Conference, management, or staff lead committees.

Annual Projects: Board committees will identify deadlines and key performance indicators for success for the upcoming year in alignment with the strategic framework. The Membership Committee is responsible for:

Ambassadors:

- Connect with new members to help navigate the opportunities within AORE and help advise on the best ways to get engaged and meet their goals for joining.
- Check in with each member during their first year
- Facilitate connections that matter between members and vendors by making personal introductions

Membership Growth:

- Actively identify prospective current or aspiring leaders who would be an ideal fit for AORE
- Proactively reach, identify and establish relationships with prospective members
- Follow up with prospective members and make introductions to the Director of Membership

Member Feedback:

- Refine and articulate membership feedback opportunities to improve member satisfaction
- Conduit multi-pronged approach to solicit member feedback

Authority: Board committees have the authority to provide advice and assistance to the AORE Board on implementation of annual and ongoing projects. In addition, it should be noted:

- AORE policy decisions will be made by the entire AORE Board of Directors.
- Expenditures of funds within the committee's approved budget must be coordinated with the AORE National Office. The committee may not spend money in excess any funds that are approved.
- In no case may the committee engage in activities which jeopardize AORE's tax-exempt status.

Membership: Board committees are active year-round.

Leadership: Board committees are chaired by executive team members.

Support: Staff will work with the chair to provide resources, support, and communication to assist the committee in completing its work.

Meetings:

Board of Directors Meetings (Virtual Calls, Mid-Year, Pre-Conference)

Held bi-monthly with BOD, National Office Staff, Executive Director

- The purpose of these calls is for each board committee to update other members on what they are working on, so that if they need input/assistance/collaboration from another committee they can connect. These calls also allow communication about what is happening across the different areas of the board's work.
- The AORE Chair creates the agenda and the secretary takes notes on these calls.

Board Committee Meeting (Virtual Calls)

These are to be held by the chairs with their committee members and are planned a minimum bi-monthly.

Meetings may be held more frequently on a schedule determined by members of the committee, if dictated by the urgency of the issues within the jurisdiction of the committee. *National Office staff are not required or expected to participate on these calls.*

- The board committee chairs on these calls should be taking minutes and posting them to BOD Basecamp project area following each board committee meeting.

Documentation:

- Smartsheet: BOD committees use and maintain Smartsheet to define projects, champions, deadlines and communicate progress and action items
- Agendas: We encourage committees to prepare and distribute a meeting agenda to members of the Committee at least 12 hours in advance of committee meetings.
 - Please review the following resources attached to the end of this charter:
 - Committee Meeting Sample Agenda
 - Virtual Meeting Success Guide
- Minutes: Each board committee shall keep minutes for all meetings and submit them to the AORE Basecamp within 24 hours of the committee call.
 - Call to action – bod members who could not attend can be more engaged.
- Quarterly Updates: Shared in the newsroom for members to become more familiar with each committees' work, highlights and calls to action.
- Annual Report: The committee chair shall prepare and submit an Annual Report of the Committee to the AORE National Office by December 31 of each year.

SAMPLE BOARD COMMITTEE MEETING AGENDA

AORE's EXAMPLE COMMITTEE AGENDA **Wednesday, January 1, 2020** **930 AM PST/1030 AM MST/1130 AM CST/1230 PM EST**

CALL IN INFORMATION:

Include zoom information here.

COMMITTEE MEMBERS ON CALL:

John Smith
Anna Jones
Mary Brown

AGENDA – Reviewing SMARTSHEET

- Follow up on Annual Projects
 - Ambassadorship (Successes/Roadblocks)
 - Membership Growth (Successes/Roadblocks)
 - Member Feedback (Dates/Progress on Content)
- Review of Outstanding Items from Last Committee call
 - Anna to check-in to XX (update/status)
 - John was to complete XX project (update/status)
- New Business to discuss
- Call to Action
 - Ensure all action items have a specific person (or work team) assigned to them as well as date item(s) are due
 - Post minutes from this call to Basecamp within 24 hours of completion of call