

Membership Committee 2017-2018 Plan of Work

Prepared by Vice President Ben Abt

Goals:

- Work on New Advisor Handout
- Work on Regional Visit Proposal
- Work on Idea Submission Page, FAQ page and Alumni Page- First make newsletter for Mr. Ferry

Duties:

Committee Chair (Vice President: Ben Abt)

- Plan weekly meetings at a time that works for majority of members
- Create agendas and take minutes
- Lead discussion during meetings
- Recruit members to be in the Membership Committee via a Google form application
- Host the Membership Committee Special Interest Sessions, if there should be any

Committee Vice Chair (to be appointed in the fall)

- Perform duties of chair when necessary (running meetings and taking minutes)
- Meet individually with the Chair to make sure the best course of action is always taken
- Recruit members to be in the Membership Committee

Members

- Attend the meetings planned by the Chair
- Complete assignments delegated by the Chair/Vice Chair
- Recruit more members for the Membership Committee

Timeline:

July

-Millersville

Recruit new committee members

Get list of recently joined chapters

August

-SOT Leadership Weekend: touch base with SOT regarding the committee

September

-Application Process

Post committee application onto website and set a due date for Nov. 1

Notify new members

November

-Hold first meeting

-Talk about all proposals and work for the year. (Stated above)

-Assign individual assignments to committee members

December

-Revise and edit individual assignments

- Finish assigned work for proposals and start using "Idea Submission Page"

January

- Revise Proposals and have all in effect
- Regional Conferences
- Start planning states SIS, if any are being held by Membership Committee

February

- Regional Conferences
- Finalize plan for states SIS
- Work with members to follow through on their ideas

March

- Preparation for States (and any SIS)
- Begin discussion of possible national initiatives
- Continue following through on current proposals and look for new opportunities
- Using "Idea Submission Form" make sure needs are catered to

April

- State conference

May

- Finalize all plans for nationals
- Continue following through on current proposals and work on new ones.

June

- National Conference

**All year round, make sure there is an advertisement on the state website regarding the Membership Committee