

Membership Committee Charter

Revised as of: March 1, 2018

Purpose of the Membership Committee

The purpose of the Membership Committee, is to support the Corporate Directors Forum (CDF) Vision by engaging the participation by new members, assisting in retention of current members of CDF and recruiting new director members.

Committee Membership

Committee members will be selected and/or approved by the Membership Committee Chair and the Chief Executive Officer. Committee members must be members of CDF for at least 6 months before being added to the committee. The number of Committee members shall be at the Chair's discretion and would be no fewer than eight participating members.

Succession

A Vice chair will be selected from the committee after discussion between the membership chair and the Chief Executive Officer and then approval by the chair of CDF.

Chair/Vice Chair

The Membership Chair, the Chief Executive Officer and the Chair of CDF will concur on the Vice Chair who will then be presented to the Executive Committee for approval. When the Membership Chair completes his/her term, the Vice Chair steps in as Chair, pending approval by the full board.

Committee Duties

- To screen membership applications to assure applicants meet membership criteria
- To welcome new members and to host/greet them at events
- To take on the engagement, encouragement of an assigned group of new members in CDF and track their activity for 12 months
- To monitor member retention by reviewing overall member participation every quarter
- To recruit eligible non-members to attend events and inform them about benefits of CDF membership
- To recommend to service provider members that they bring their clients to CDF events
- Conduct an Annual Review of the "lessons learned" and the "Committee's overall performance" for the previous year to be reported to the board at the annual Retreat

Committee Meetings

The Chair of the Membership Committee in conjunction with the Chief Executive Officer will be responsible for the agenda. Committee meetings shall be held monthly, unless previously agreed to by the Membership Committee and the Chief Executive Officer.



Membership Committee Chart of Work

Duties of a Membership Committee Member

1. Attends at least 60% of all MC meetings (10-12/ year)
2. Attends at least 60% of all CDF regular events (8-10/year)
3. Contact each of their liaisons twice within the first year, at 2 different CDF events
4. Must introduce their liaisons to 2 people AT the events
5. Agree to follow/track liaisons for 12 months
6. Promote attendance to CDF events to liaisons and colleagues
7. Retention Goal - Retain 75% of all new members
8. Recruit 1 new member to CDF in a 12 month period
9. Once per year, provide an opportunity for one introduction of CDF to an appropriate organization to which the MC member belongs