



## **ASPNR MEMBERSHIP AND PROGRAMS COMMITTEE CHARTER**

### **I. Purpose of the Membership and Programs Committee**

The purpose of the membership and programs committee is to assist the board of directors by providing advice and counsel on matters of membership recruitment and retention to preserve and enhance the ASPNR membership and programmatic offerings on behalf of the ASPNR membership.

### **II. Role of the Membership and Programs Committee**

The membership and programs committee works with the board of directors to create strategies to develop membership and program initiatives that will: a) keep current members active and involved; b) preserve retention; c) promote membership; d) oversee new program development; e) monitor and assess existing programs; f) initiate and guide program evaluations; and g) identify membership and program-related issues or special projects that require discussion, research and recommendations for changes. The membership and programs committee shall consult programs from recent meetings, past program chairs, members of the executive committee and long-time ASPNR members when recommending programs for the membership. Any major departure from ASPNR traditions should be discussed with the executive committee.

### **III. Composition of Membership and Programs Committee**

The president shall identify the chair and members of the membership and programs committee with the approval and authority of the board of directors. The chair of the membership and programs committee shall be an ASPNR board member. The membership and programs committee shall be comprised of at least two (2) members of the board of directors, exclusive of the president, with the president serving as an *ex officio* member of all committees, unless otherwise provided by the board of directors. The membership and programs committee may include up to but not more than ten (10) general members of the ASPNR who are in good standing and who are not serving on the board of directors, each of whom shall be appointed by the president with the approval of the board of directors. The president may designate one or more alternate members of the membership and programs committee; these alternates may replace any absent or disqualified member at any meeting of the membership and programs committee. The chair, each other member, and each alternate of the membership and programs committee shall serve for a term of one (1) year or until he or she resigns, is removed, becomes disqualified or until his or her successor is duly elected and qualified. A term of office shall be defined as the interval from the end of one (1) Annual ASPNR Conference and Business Meeting through the end of the next Annual ASPNR Conference and Business Meeting.

IV. Principal Responsibilities and Accountabilities of the Membership and Programs Committee

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- A. Membership Service. Identifying the needs of members and recommending the development of services to meet those needs.
- B. Increasing Membership. Recommending means for increasing ASPNR's membership base.
- C. Keeping Membership Informed. Recommending to the board of directors and other ASPNR committees and related associations ways in which to make prospective and current members aware of the resources, services, and membership benefits of the ASPNR.
- D. Welcoming New Members. Recommending ways to acknowledge new members and to encourage participation in ASPNR activities.
- E. Identifying Nonmember Needs and Perceptions. Gathering information on and analyzing non-members' needs and perceptions of the ASPNR. Recommending ways in which to meet these needs to attract non-members to join the ASPNR.
- F. Identifying and developing programmatic opportunities for the ASPNR.
- G. Overseeing the development and coordination of the ASPNR Annual Conference and Business Meeting and all other programmatic meetings and conferences, in-person and/or virtual, hosted by the ASPNR.

The membership and programs committee shall exercise such additional authority as may be delegated to it from time to time by the board of directors.

V. Prohibited Powers

The membership and programs committee shall not have the power or authority to:

- A. Amend the articles of incorporation or bylaws of the ASPNR;
- B. Amend the charter of any committee of the board of directors; and
- C. Take any action delegated by charter to any other committee of the board of directors.

VI. Meetings of the Membership and Programs Committee

The membership and programs committee shall hold meetings as necessary or desirable for the purpose of transacting such business as may properly come before the committee. Minutes of all meetings shall be taken and shared with the board of directors promptly after approval by the committee. Meetings of the membership and programs committee shall be called by the president or the chair of the committee on twenty-four (24) hour notice to each member, either personally, by electronic mail or

mail. Notices of each meeting of the membership and programs committee shall be provided to each committee member, alternate committee member, and ex-officio committee member, as applicable, by the chair of the committee or, upon the chair's request, by the secretary of the ASPNR, and shall specify the date, place and hour of the meeting. Individuals who are not members of the committee may be requested to attend a meeting and, in that event, an invitation to do so will be provided by the chair of the committee or, upon the chair's request, by the secretary of the ASPNR. Unless required by statute or the bylaws, the notice need not state the nature of the business to be conducted at the meeting. At least a majority of the persons entitled to vote at a meeting of the membership and programs committee shall constitute a quorum for the transaction of business and the acts of a majority of the members present at any meeting at which a quorum is present shall be the acts of the membership and programs committee. Any action which may be taken at a meeting of the membership and programs committee may be taken without a meeting if a consent or consents in electronic writing or writing setting forth the action so taken shall be approved by a majority of the members of the committee and shall be filed with the secretary of the ASPNR. If any notice of a meeting is required as aforesaid, then attendance at the meeting or a waiver in electronic writing or writing approved by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. One or more members of the membership and programs committee may participate in a meeting of the membership and programs committee by means of web conferencing, telephone or similar communications equipment, whereby all persons participating in the call can hear each other. Provided that all notice requirements for holding the meeting have been met, action may be taken at such web conference or telephone meeting to the same extent and in the same manner as if all persons participating were physically present at the same location. The agenda for meetings of the membership and programs committee will be developed by the chair of the committee. The membership and programs committee may invite any director, ASPNR member, outside advisor or other individual who is not a committee member to attend committee meetings, but such invited persons shall not have voting power and will not be regarded as a committee member.

#### VII. Resources and Authority of the Membership and Programs Committee

The membership and programs committee, as necessary, may retain experts or advisors through the committee, that the committee reasonably believes to be necessary to fulfill its duties. Any activities by the membership and programs committee that will incur new fees, including but not limited to the retention of experts or advisors, must be pre-approved by the board of directors.