



STANDING RULES OF PROCEDURE (SROP)

Name: NYSALM Membership Committee

Type: Standing

Meeting structure: The membership committee will meet by conference call two to three times a year. Additional meetings will be scheduled on an as-needed basis.

Composition:

One chair

2-3 general members

President of BOD (member ex-officio per bylaws)

Finance Committee liaison (de facto member)

Communications Committee liaison (de facto member)

Purpose & responsibilities:

- Maintain a list of members who are current with NYSALM dues, including contact information;
- Mail invoices annually to members who are ACNM life members, but not NYSALM life members;
- Mail invoices annually to members who are not ACNM members;
- Maintain communication with members who do not have email addresses, including creating & mailing hard copies of any important communications to these members;
- Download a list of new members four times a year and send them a welcome postcard in the mail;
- Create plan for membership engagement, particularly students and retired members.

Approved by BOD 9/19/14