



## Membership & Volunteer Committee

The Membership and Volunteer Committee, a standing committee reporting to the Board of Directors, is established pursuant to Section 9.5 of the Bylaws. The President or Vice-President of the board shall serve as Executive Director to the Committee. The Committee may also include other non-Director persons whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Committee or Executive Director, and shall maintain minutes of all meetings, which will be distributed to the Board, preferably in advance of the next regularly scheduled Board meeting.

The purpose of the Committee is to provide strategic planning and support the maintenance and continuing expansion of membership in the organization and the management of individuals who commit to volunteer or otherwise participate in events of the organization.

### Committee Charter:

Acting with the Executive Director, the Membership and Volunteer Committee is charged to:

- Develop and recommend, to the Executive Director, a series of programs designed to maintain the interest of existing members and attract new members to join the organization.
- Organize and manage the tracking of memberships and membership dues and regularly send reminders to the members when their membership expiration is approaching.
- Ensure that the CDA has in place an evaluation process to measure the metrics of memberships.
- Plan, organize and send Members the required notification(s) of the Annual Meeting and any Special meetings (as indicated by the CDA Bylaws).
- Provide recommendations to the Executive Director and the board, on the maintenance, decrease, or increase of yearly dues.
- Develop and recommend, to the Executive Director, the board and other committees, a series of programs designed to maintain the interest of existing volunteers and encourage more people, both members and non-members, to volunteer.
- Organize and manage the tracking of overall volunteer interest and activities.
- Work with the board and other committees as necessary to provide volunteers for those committees and for events sponsored by the board or those committees.
- Ensure that the CDA has in place an evaluation process to measure the metrics of volunteers and volunteering.

**Approved by the Board of Directors – September 11, 2019**