

Life Jacket Association

Committee Charter

Membership Committee

Committee Type

Administrative Committee of the Association.

Purpose

The Membership Committee is established to support the Board of Directors in ensuring the vitality, diversity, and effectiveness of the board and the broader membership of the association. The committee's principal responsibility is to actively oversee the identification, recruitment, engagement, and retention of qualified and committed individuals who can further the nonprofit's mission through organizational involvement.

By fostering a robust, inclusive, and dynamic membership body, the committee supports the organization's strategic goals, cultivates future leaders aligned with the organization's values and vision, and nurtures the growth of engaged individuals within the organization, empowering them to become active members who meaningfully support and advance the nonprofit's mission.

Scope of Work

The Membership Committee's primary scope of work includes, but are not limited to, the following areas:

- Establish and pursue annual goals for expanding the organization's membership base, in line with and in support of the strategic goals of the association.
- Develop and implement strategies to identify and recruit prospective members.
- Monitor member involvement, foster meaningful participation, and develop strategies to retain active and committed members.
- Periodically review and recommend updates to policies, bylaws, and procedures related to membership.
- Work with staff to develop informational and marketing materials.
- Periodically assess and develop recommendations related to current and potential membership programs.
- Conduct research, interviews, and assessments necessary to identify and evaluate prospective members and programs.

Composition

The committee shall consist of no fewer than three members and no more than 10 members.

Leadership Structure

- The President of the Association shall appoint all committee chairpersons not later than the first meeting of the board following the conference at which elections are conducted (Bylaw IV. Section 3.)
- The chair is responsible for convening meetings, setting agendas, facilitating discussion, and ensuring effective communication between the committee and the full board. The chair also leads the annual evaluation of committee effectiveness and is responsible for delivering updates and reports to the board.

Membership

- Committee memberships shall be approved by the board.
- The committees shall be comprised of Association members eligible for committee membership under the terms of Bylaw II, Section 1 (Bylaw IV. Section 3).
- Diversity of experience and perspective in committee composition should be taken into consideration to support effective governance and innovation.

Decision-Making Process

Decisions of the committee shall be made by a majority vote of the voting members of the committee.

A quorum, defined as a majority of committee voting members, must be present to conduct official business. Regular attendance and active participation are expected of all committee members.

Reporting Requirements

The committee shall report to the board of directors quarterly and as otherwise requested by the Board Chair.

Meeting Frequency

The committee shall meet monthly. Additional meetings may be called by the Chair as necessary.

Minutes of all meetings shall be recorded and maintained in the organization's official records.

Additional Information

This charter is intended to complement the Association's overarching policy on committees of the Association. In the event of any inconsistency or conflict between this

document and the Association's policy on committees of the Association, the latter shall take precedence with the ultimate authority being the Association Bylaws.

Review and Amendments

This charter shall be reviewed by the committee at least every two years, or more frequently if warranted by changes in organizational structure, governance practices, or strategic direction. Recommended amendments must be submitted to the board for approval.

Adoption

This charter was approved and adopted by the Board of Directors on 10/28/25.