Membership Committee Charter

Approved: [DATE] | Version 1.0

The Membership Committee is responsible for managing the processes for new member applications and for membership renewal.

Scope of Responsibilities

The Membership Committee is responsible for the process by which individuals apply for membership, including:

- Encouraging new member applications and answering questions from prospective members
- Ensuring that an inviting application form and other relevant information is easily available on the Club website
- Receiving and reviewing the applications, including contacting the listed sponsors to obtain verification of the support for the candidate
- Recommending a disposition of the application to the Board
- Notifying the applicants of the outcome
- Welcoming new members to the Club
- Reaching out via social media to provide introductions to the rest of the Club

The Membership Committee is also responsible for the process of membership renewal, including:

- Authoring informative communications to Club members regarding the process
- Ensuring that an inviting form and other relevant information is easily available on the Club website

The Membership Committee should work closely with the Club Secretary, who is responsible for maintaining an accurate membership directory.