



## Professional Development Consortium

### PDC Committee – Membership Committee

#### **Timeframe/Term of Office:**

- Board – TBD
- PDC Members – 1 year with option of continuing service for an additional 1 year term

**Meeting Occurrence/Frequency:** Every other month and as needed

**Typical number of members:** 3 Board members, 2 at-large members

**Qualifications:** At-large members need the referral of members who are in good standing and have volunteered to assist with various PDC committees.

#### **Tasks/Duties:**

The Membership Committee is responsible for overseeing membership cohesion and expansion. The Committee will support all PDC related activities that are designed to ensure members have reasonable access to all member benefits.

Specific initiatives include, but are not limited to, the following:

- Review and approve (as applicable) all membership applications.
- Assist in the outreach to all PDC members at the mid-way point of the membership year (via phone or email).
- Assist in the recruitment and retention of PDC membership.
- Develop membership campaigns as needed.

#### **Recent Initiatives:**

- Expansion of the PDC Membership Structure (2016)
- Revision of the membership application process (2015)

## **Membership Committee Structure:**

### **Committee Chair**

#### Requirements:

- PDC Board Member
- Must have served on the committee at least one year prior to taking Chair position

#### Key Responsibilities:

- Liaison between Membership Committee and PDC Board of Directors
- Responsible for scheduling, planning and executing quarterly committee meetings
- Follow up with new member application references as necessary; communicate information to Committee and Board
- Coordinate with staff the PDC renewal process to launch no later than March 1<sup>st</sup> each year
- Liaison between winter and summer conference chairs re: new member activity/inclusion
- Attend at least one LGL and AG meeting per year

### **Committee Vice Chair**

#### Requirements:

- PDC Board Member
- Must have served on the committee at least one year prior to taking Vice Chair position

#### Key Responsibilities:

- Attend at least one LGL and AG meeting per year
- Mentoring – TBD (Burt Lipshie and Jen Pangione)
- Follow up with PDC members who do not renew membership (“exit interview”) in conjunction with staff
- Handle responsibilities of Chair in the event of absence

### **Local Group Leader (LGL) Liaison**

#### Requirements:

- PDC Board Member or Local Group Leader

#### Key Responsibilities:

- Arrange quarterly meetings for LGLs
- Set and communicate agendas for meetings; email meeting minutes and highlight action items
- Send reminder emails to LGLs as necessary
- Create and send annual survey to LGLs for feedback on various PDC related initiatives
- Communicate to staff when there is an LGL change(s) for any respective group
- Provide content re: local groups for PDC Linkletter and website
- Send a “thank you for your service email”; send a “welcome” email to new LGL and outline Leader expectations
- Arrange a LGL breakfast, coffee, quick meeting, etc. at each summer and winter conference

## **Affinity Group (AG) Leader & Alumni Liaison** (on hold as of 9/2/15)

### Requirements:

- PDC Board Member

### Initial Key Responsibilities:

- Contact existing AG leaders to discuss group history and any current initiatives
- Identify and confirm leaders for AGs
- Create strategy to communicate to PDC members about AGs

### Ongoing Key Responsibilities:

- Arrange and advertise AG meetings (with all AG “members” and anyone interested) at summer and winter conferences
- Arrange yearly meeting schedule with AGLs (monthly, quarterly, annually, etc.)
- Set and communicate agendas for meetings; email meeting minutes and highlight action items
- Provide content re: AGs for PDC Linkletter
- Create and send annual survey to PDC membership about AGs to gauge interest, participation, establishing new AGs, etc.
- Communicate to management company when there is an AGL change(s) for any respective group
- Send a “thank you for your service email”; send a “welcome” email to new AGL and outline leader expectations

## **PDC member(s) at large**

### Key Responsibilities:

- Review/approve membership applications and provide input to the team
- Work with LGL and AG liaisons to support initiatives

### **PDC Staff Liaison:**

Sally Burroughs