

Reading 18-M-06

Membership Committee Job Description

The following responsibilities of the Membership Committee will be located in Appendix A of the Council Charter. It outlines the purpose and work of the committee. This is an activity being undertaken by all committees so that the Charter may be as up-to-date as possible.

Action: Discussion and vote to approve and move to Full Council for final approval.

The Membership Standing Committee shall:

1. Prepare for the annual recruitment of new members for the Council by determining the kind and quantity of diversity, skills and experience needed to “fill the gaps” in Council membership and assure compliance with federal law;
2. Coordinate with the Council Chair and Council staff the scheduling and conduct of interviews with applicants to fill Council vacancies, and the selection of candidates to be forwarded to the Governor for potential appointment to the Council. The Committee shall report to the full Council on the process and outcome of the interviews fill Council vacancies;
3. Oversee the annual survey of current Council members to collect updated information regarding their skills, experience and interests for use by the Council Chair in making appointments to committees, workgroups, and other internal or

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- external committees or workgroups;
4. Solicit input from Council members and develop recommendations for the ongoing education of members, and incorporate Council member evaluations of educational efforts in planning future activities/events;
 5. Assure the planning/facilitation of new member orientation session(s) and review at least annually new member evaluations conducted at the end of the orientation session and 6-months post-session in considering necessary improvements/updates for future orientation sessions;
 6. Conduct ongoing surveys of Council members at least annually to determine satisfaction with their participation on the Council and make recommendations to the Council Chair based on those surveys to address issues or concerns that are identified;
 7. Monitor Council member attendance in Council and committee/workgroup meetings, and report to the Council Chair if any member is not meeting the requirements of the Council's attendance policies;
 8. Review the Council Attendance Policy on an annual basis, and make recommendations to the Chair and the Council regarding any potential changes to that policy;

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9. Provide input to the Council Chair on items to be included in the agenda for full Council meetings; and
10. Review Council member requests for travel to attend conferences and workshops, and make recommendations to the Council Chair and Executive Director regarding approval or disapproval of such requests.

Membership Committee Job Description (With Detail of Edits)

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Action: Discussion and vote to approve and move to Full Council for final approval.

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7. Monitor Council member attendance in Council and committee/workgroup meetings, and report to the Council Chair if any member is not meeting the requirements of the Council's attendance policies;
8. Review the Council Attendance Policy on an annual basis, and make recommendations to the Chair and the Council regarding any potential changes to that policy;
9. Provide input to the Council Chair on items to be included in the agenda for full Council meetings; and
10. Review Council member requests for travel to attend conferences and workshops, and make recommendations to the Council Chair and Executive Director regarding approval or disapproval of such requests.