

## Membership Committee Committee Charter Document

<b>Purpose</b>	Provide the organization with insight into what members value, what they need, and how the organization can better serve them. The Membership Committee provides insight to the direction of the organization and is the direct connection to our members.
<b>Ongoing Committee Activities / Committee Charges &amp; Strategies</b>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• Assist with new member recruitment and retention efforts.</li> <li>• Identify membership needs and trends via development of a bi-annual Membership Survey.</li> <li>• Help guide staff in the development of membership benefits and marketing efforts.</li> <li>• Analyze membership dues of similar organizations, assess trends, propose rates to PALMed’s Board of Directors.</li> </ul>
<b>Roles and Responsibilities</b>	<p>Chair</p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges.</li> <li>• Communication with the Board liaison before and after each Board meeting to share updates from the Committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair of the Committee.</li> <li>• Assist with structure and selection of committee members.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• Support the Committee Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Committee Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p>Members</p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>
<b>Workgroups and Other Committee Relationships</b>	<ul style="list-style-type: none"> <li>• Potential for Chapter sub-committee members</li> <li>• Other committee liaisons as appropriate</li> </ul>
<b>Expected Commitment</b>	<p>The committee meets quarterly via conference call. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled.</p> <p>The estimated monthly time commitment is 1-2 hours.</p>

<b>Committee Composition</b>	The Membership Committee is comprised of: CMDs, Physicians, NP, PA, PT, MBA. We have members working in academia, a practice manager, in leadership positions and in clinical roles.
<b>Committee Terms</b>	All committee members serve a two (2) year term and are eligible for reappointment once. Terms run May to April. The Committee Chair and Vice Chair each serve a two-year term.
<b>Selection/ Appointment</b>	Members are appointed by the President with input from the Chair. The Committee Chair and/or Vice Chair is recommended by the outgoing Chair and appointed by the President.
<b>Committee Requirements</b>	<p>Committee Members:</p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in membership recruitment and retention.</li> <li>• Desire to advance the mission of PALTmed.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be a Society member in good standing.</li> <li>• Must disclose all financial relationships on an annual basis.</li> <li>• Ability to attend and actively participate in conference calls.</li> </ul> <p>Committee Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Chair should have previously served as the Committee Vice Chair.</li> </ul> <p>Vice Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a Committee member.</li> </ul>
<b>Committee Members</b>	<p>Waqar Saleem MD, CMD (Chair)</p> <p>Azlan Tariq DO (Vice Chair)</p> <p>Erin Brooks PA-C</p> <p>Nancy Istenes, DO, CMD</p> <p>Priti Jindal, MD, CMD</p> <p>Erika Leung MD, CMD</p> <p>Dena Muraski, LNHA</p> <p>Tiffany Nelson, APRN</p> <p>Dominic Picetti, MD</p> <p>Thomas Pingree MD, CMD</p> <p>Brian Wilson MD, CMD</p>
<b>Staff Liaison(s)</b>	Bill Stanton
<b>Board Liaison</b>	Allison Villegas