Membership Committee Charter

**Membership Committee Sponsor**

*Who:* The Michigan Cancer Consortium (MCC) Board of Directors

**Membership Committee Name**

*How this committee will be known:* MCC Membership Committee

**Membership Committee Authority**

*What this committee can do:*

The Membership Committee can recommend to the Board the following:

- Member job description (prerequisites and requirements delineated in the bylaws and other MCC documents)
- Member benefits
- Methods and procedures for engaging members
- Methods and procedures for orienting members
- Communication with members
- Sharing of MCC resources

*What this Committee cannot do:*

The Membership Committee cannot approve any of the above. Approval can only be given by the MCC Board of Directors.

**Membership Committee Mission / Purpose**

“The Membership Committee is a standing committee of the MCC that provides oversight on matters related to the membership of the organization. The Membership Committee shall oversee issues including but not limited to the recruitment, orientation, engagement, and retention of members, and shall ensure appropriate member categories.”

- *MCC Bylaws approved on February 6, 2006.*
Membership Committee Vision / Desired Outcomes

The Membership Committee will work toward developing the membership that leads the MCC to thrive and to achieve its mission.

Membership Committee Members

The MCC Board of Directors will review the composition of this group annually. Members of this committee should be representative of the membership categories of the MCC. Orientation will be provided to any new committee members.

Per the MCC Bylaws, XI. 2: The Board of Directors shall appoint members to the standing committees annually. Standing committees shall consist of one MCC Co Chair or their designee, two members of the Board of Directors, and individuals from at least four MCC member organizations that do not have representatives on the Board of Directors.

Membership Committee Key Responsibilities

- Ensure the membership is engaged in the work of the MCC by assessing members, at appropriate intervals, to determine 1) the benefits of being a MCC member and 2) the needs of a MCC member. The Membership Committee will ensure that survey activities are coordinated.
- Review and use this information to ensure continued member benefits and to ensure that the needs of members are addressed. Communicate findings of relevance to the MCC Board of Directors or others.
- For engagement purposes, identify other ways to and reasons for making personal contacts with members organizations, and then make contact.
- Also for engagement purposes, encourage members to volunteer for MCC committees and workgroups.
- Provide information, tools, and strategies for members to engage the organizations they represent in MCC-related activities and/or for the purpose of addressing MCC priorities.
- Actively recruit organizations to become MCC members.
- Provide an orientation for new members, new representatives, and alternates.
- Regularly review and maintain the member organization job description (prerequisites and requirements delineated in the bylaws and other MCC documents).
- Regularly review and maintain appropriate member organization categories. Address gaps in categories.
- Responsible for designation and support of the Annual Meeting Program Committee.
- Responsible for designation and support of the MCC Communication Subcommittee.
- Responsible for designation and support of any other subcommittee of the MCC Membership Committee.
Membership Committee Decision-Making Process

The Membership Committee will use a simple majority of the voting membership present, or the current MCC Decision Rules for Conflict Resolution, which are published on the MCC website.

Any decision that has been delegated to the Membership Committee that presents a conflict of interest shall be decided in accordance with the Conflict of Interest Policy.

Membership Committee Communications

The Membership Committee will communicate as appropriate with MCC membership, Board of Directors, officers, and staff. The purpose of the communication will be to provide information on the work of the committee and to seek input and feedback as needed.

Committee Time Frame

The term for this Committee is an appointment for a three (3) year term, and Committee membership will be staggered.