

MEMBERSHIP COMMITTEE JOB DESCRIPTION

Purpose: To review applications for Assembly membership and send the committee recommendation to the Board of Trustees for acceptance or rejection of applicant. All applications will be reviewed according to the MSSA Bylaws.

Interactions: Assembly office, Board of Trustees, General Manager, President, MSSA applicants, and membership sponsors

Responsibilities:

1. Review and assess details of membership application as assembled by the MSSA office.
2. Communicate with committee to decide recommendation of applicant to the Board of Trustees.
3. If application is approved by the Board of Trustees, communicate with new member welcoming him/her to membership.
4. Post names of new members in *Mountain Voices* once a season.
5. If the number of new members warrants, host a welcoming reception for new members.
6. Email the names of new members to the caucus chairs before the annual caucus meetings.
7. Provide list of new member interests to the incoming President for consideration of committee membership.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.