



CICA Membership Committee Overview and Responsibilities

Organization

The charge of the CICA Membership Committee is to assist the Board of Directors and President in assessing, evaluating, and expanding CICA member benefits while increasing the number of CICA members and improving the membership retention rate.

The chair of the membership committee is the voice of the committee and reports to the President and Board Chair. All other committee members are appointed by the President and the committee chair. The composition of the committee shall represent all constituencies within the Membership, as diverse and broadly as possible.

Requirements

- CICA Membership (or a CICA domicile or association partner)
- Respect the confidentiality of information and sign a confidentiality agreement relating to CICA activities acquired during service, except when authorized to disclose such information
- It is highly desirable for membership committee volunteers to be CICA annual conference past attendees and be a member of other domicile associations. The prior experience and attendance of volunteers brings relevant perspectives, spheres of influence, and knowledge about the industry.

Time Commitment

Members are required to attend conference call planning meetings throughout the year. Additional time will be spent on member-to-member connection including recruitment, retention, and engagement. There may also be responsibilities at the annual CICA Conference, where the Membership Committee may serve as ambassadors for CICA.

Responsibilities

The Membership Committee is charged with working in coordination with CICA to:

- Serve as a sounding board for new initiatives under consideration by the Board and/or President.
- Make recommendations to the President and Board of Directors as the committee sees fit.
- Identifying non-member needs and perceptions. Recommend ways in which to meet these needs to attract non-members to join.
- Identifying and recommending means for increasing the membership base, especially among any underrepresented or underserved groups.
- Support activities to increase membership.
- Make recommendations for new CICA Members.
- Raise awareness of CICA's resources, services, and membership benefits.
- Welcoming new members to encourage participation in association activities
- Assist in following up with membership non-renewals.