**Chapter Membership Handbook**

***Position***

Provide leadership to the membership committee in the development of annual recruiting, retention and value/benefits plans for members.

***Responsibilities***

* Attend all meetings of the Chapter Board of Directors.
* Collaborate with the president and board in recruiting committee members.
* Prepare or assist in the preparation of regular membership reports and present them to the Board of Directors. Monitors Organizational Affiliates (OA) and actively promotes member growth.
* Ensure that membership recruitment and application materials are prepared and adequate copies are stocked and available at chapter programs and on the website.
* Maintain current member list from HIMSS, posts all important files to the Engage site.
* Work with the Secretary to prepare an annual (minimum) membership satisfaction survey. Review results with the Board of Directors and chapter to drive new ideas and programs.
* Create a welcoming environment for all current and potential members.

***Qualifications***

* Must be a current member of HIMSS in good standing for the past year.
* Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

***Annual Checklist***

***Checklist is recommendation and should be edited to align with specific chapter programming***

* Q1 - July, August, September
	+ Outreach and welcome to new chapter members
	+ Introductory message from new Board
	+ Host recruitment campaign - focus on a specific audience
* Q2 - October, November, December
	+ Outreach and welcome to new chapter members
	+ Distribute End of Year Member Satisfaction Survey
* Q3 - January, February, March
	+ Outreach and welcome to new chapter members
	+ Share member benefits and recruit new volunteers and members
* Q4 - April, May, June
	+ Outreach and welcome to new chapter members
	+ Distribute upcoming opportunities for involvement

***Position Resources***

* Membership Roster
	+ Emailed the first Friday of each month
* OA Primary Contact report
	+ Uploaded to [HIMSS Engage](https://www.himssengage.org/chapters/pages/home.aspx) the first week of each month
* Chapter Leader Resource Area > Chapter Leadership Essentials > [Membership Tools](http://clra.himsschapter.org/membership-1)
	+ Review recruitment and retention guides, included communication templates
	+ Access OA communication templates and benefits overviews
	+ Review Corporate membership benefits
* Chapter Leader Resource Area > Events and Education > [Chapter Leader Webinars](http://clra.himsschapter.org/chapter-leader-webinars)
	+ [Membership Overview and Engagement](https://himss.zoom.us/rec/play/Em4gnNTDB9KDw4MSmvIeVl8z77q28JPbgEWfMdEW1-5DBmh-ApNuO5G-vHdbo3wGxTIRlBMA0wNNVtjH.vjtWF8ezmFNuZjGz?continueMode=true) (November 2020) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/11.10.20%20Membership%20Overview%20and%20Engagement.pdf)
	+ [How HIMSS Supports Chapters Engaging with OAs](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/How%20HIMSS%20Supports%20Chapters%20Engaging%20with%20OAs-20191030.mp4) (October 2019) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/OA%20Chapter%20Leader%20Presentation%20-%2010-30-19%20Final.pdf)
	+ [HIMSS Membership](https://urldefense.proofpoint.com/v2/url?u=https-3A__himss.webex.com_himss_lsr.php-3FRCID-3Daf1f3ea679fe460399f71edc7cb6dd2e&d=DwMGaQ&c=JHHkSQuaqwDHGORnIQuaBw&r=-bqP5jtwcYJder6XeUVrzBxhjhBAAUPLWe5JPK_crTA&m=QPfMTtbAT7Fa35SRch1x9fCEQ1cX_arSvyjhyaQ_QyI&s=QOLb1JQheEcMVvUPqDa6fmZCbDFL4ZJeOTV1VQavkWw&e=) (March 2018) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/March%202018%20Membership%20Webinar.pdf)
* HIMSS.org > [Membership](https://www.himss.org/membership-types/individual?_ga=2.117355394.525030574.1614613275-27176063.1605884154)
	+ Learn more about the various member types

***Committee Facilitation***

* Acquire updated volunteer interest list from chapter.
* Invite all interested in your committee to the routinely held meetings.
* Schedule the routinely held meetings, at a convenient date/time for the chair
* Hold committee meetings a minimum of X times a year, take minutes and save on chapter repository site
* Identify a co-chair
* Report to the board on a X basis