



Maryland Alpaca Breeders Association
Membership Committee Charter

I. Charter

The Board of Directors for the Maryland Alpaca Breeders Association charters a Membership Committee to operate under its direction.

II. Purpose

The membership Committee shall have the following objectives:

- Work to maintain and increase membership.
- Maintain accurate membership directory on MABA web site and address issues related to membership renewals or delinquencies.
- Bring membership concerns to the attention of the Board via the Board Liaison.
- Assemble a “Welcome Packet” to be delivered by US Mail to new members with hard copies of MABA By-Laws, resource directories, MABA Decal, web site instructions and other basic orientation information.
- Greet new members personally at meetings and events. Be sure they are introduced to fellow members and officers.
- Monitor members use of the web site and be watchful members are abiding by the honor system and rules of the web site.
- Provide assistance to other committees seeking volunteers
- Generate interest in MABA among the greater alpaca community and propose “Membership Drive” ideas to the BOD.
- Work together with the Events Committee to gather information from the public regarding interest in membership
- Provide phone tree support to promote meetings and events.

III. Membership Committee Chair & BOD Liaison

- The BOD shall allow the Membership Committee to choose a single committee chair or co chairs as they deem necessary. If committee members are unable to do so the Board Liaison shall act as the Chair.
- The Board of Directors shall appoint a board member as Membership Committee Liaison to participate in the Membership Committee meetings.

- The Chair shall:
 - Provide minutes to the BOD Liaison
 - Organize and conduct regular meetings of the committee.
 - Delegate to committee members tasks the committee has agreed to undertake.
 - Oversee the web site portion of Membership management.
 - Activate or deactivate members listings based upon payment of dues and with the advice of the committee.
 - Respond to member questions via web site e-mails.

- Provide password and username information upon request to members.
- Provide committee reports in General Membership meetings

- The Liaison shall:
 - Provide guidance to the committee on BOD direction.
 - Encourage regular meetings and progress.
 - Provide support to the committee where needed to accomplish objectives.
 - Act as Committee Chair if a General Member is unavailable or if a Committee chair is not already heading the committee.
 - Bring all concerns about the committee and the committee chair to the Board if reasonable means to address concerns have failed.
 - Not have sole ability to remove any committee member without BOD approval.

IV. Meetings

- Meetings may be via teleconference or face-to-face.
- Teleconference meetings will be funded by MABA.

V. Communications

- Updates at General Meetings will be provided by the Committee Chair or a designated Committee Member.
- Surveys will be conducted as needed to establish needs and wants of the membership.
- Survey results will be shared with the entire membership.