

Membership Committee

1. **Purpose:** The Membership Committee is a standing committee of the Society of Georgia Archivists. The Committee shall work on programs to recruit and retain members, develop membership benefits, prepare a membership brochure, review procedures for the collection of annual dues, prepare and distribute a membership directory, and assist the Administrative Assistant on special projects.
2. **Composition and Membership:**
 - A. The Vice-President serves as Chair of the Membership Committee.
 - B. The Committee is administered by the Chair and composed of at least two additional members, appointed by the President, with the advice and consent of the Executive Board.
 - C. The members shall be appointed for one-year terms.
3. **Reporting Procedure:**
 - A. The Chair reports directly to the Executive Board.
4. **Responsibilities:**
 - A. Actively promotes membership in the Society of Georgia Archivists by developing and carrying out membership drives.
 - B. Oversees the maintenance of an online, web-based membership directory.
 - C. Oversees maintenance of the SGA membership brochure and insures that the membership application that is posted on SGA website is current.
 - D. Contacts members whose dues are in arrears to encourage their continued membership in SGA.
 - E. Works with the Annual Meeting Committee and the Administrative Assistant to help plan and carry out an annual membership renewal drive at the Annual Meeting.
5. **Procedures:**
 - A. Produces or revises the SGA membership brochure as needed. Consults with President and other Board members to determine the quantity to print.
 - B. Develops new member welcome packages to introduce new members to the benefits and opportunities for participation in SGA. The names and addresses of new members will be forwarded to the Membership Chair by the Administrative Assistant on an ongoing basis. The packet should include a letter from the Membership Chair, a copy of the brochure, and a small promotional item (i.e. mechanical pencil) if available.
 - C. In conjunction with the Annual Meeting Committee, reserves a table in the SGA annual meeting registration area. As participants register, encourages them to renew their membership and if possible make appropriate announcements at the meeting to encourage renewal of membership dues. If needed, assists the

Administrative Assistant in placing membership renewal forms in meeting packets and assist in mailing the renewal notices to members that did not attend the meeting.

- D. Promotes membership of new members at the Georgia Archives Institute, Society of American Archivists annual meetings, and other meetings and events when possible.
- E. Coordinates “behind the scenes” tours (around two per year) of archival organizations or related historic site, or other member requested programs.

Approved by the Executive Board: October 12, 2010