



Membership Committee Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Membership Committee is to support the mission, vision, purpose, and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	Collaborate with committees, sections, membership, Board of Directors, and staff liaisons on key strategies, challenges, and needs to provide insight into membership recruitment, engagement, and retention.
Committee Responsibilities	<ul style="list-style-type: none">• Recommend products, services, and programs that will add value to the membership.• Provide recommendations on membership recruitment, engagement, and retention programs.• Collaborate with Member Sections in agenda and topic development for meetings held at the Annual Conference.• Be an ambassador and support membership engagement and networking.• Review and recommend strategic priorities.• Develop and implement actions as assigned in the strategic plan to achieve objectives and goals.
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none">• The Committee will seek to make decisions through consensus.• The Chair will make a diligent effort to engage all members in decisions.• Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.
Committee Leadership	<ul style="list-style-type: none">• Committee shall have the officer positions of Vice Chair, Chair, and Past Chair.• Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee.• The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair.• The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair.• The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition.

Committee Composition	<ul style="list-style-type: none"> • The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members, who represent the majority of the Member Sections. • Each Committee member shall serve two-year terms, with a limit of two consecutive full terms. • The terms will be staggered. • Terms commence immediately following the Annual Conference. • The committee chair appoints committee members through the Call for Volunteers process.
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Must be a member in good standing with a desire to advance the mission of the Alliance. • Demonstrated a strong record of working collaboratively as part of a team. • Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.
Time Commitment and Expectations	<ul style="list-style-type: none"> • Approximately 1-4 hours per month to include monthly meetings. • Attend and contribute to Membership Committee meetings, review all meeting materials in advance, and comply with timelines and deadlines. • Volunteer at the Alliance membership booth at Alliance events. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.