



MEMBERSHIP COMMITTEE

Overview

The Membership Committee holds an operational role within the association and is responsible for managing the application and approval process for those new to the organization in the individual and organizational membership categories. The Membership Committee is tasked with developing and upholding the policies and guidelines that dictate which individuals and organizations can and should be represented in International ACAC. The Membership Committee may also be involved in membership recruitment, retention, and engagement.

Responsibilities

Membership Applications

- Participate in the development and testing of new member forms
- ALL committee members must commit to assisting with the review, discussion, and approval of new member applications (Individual and Organizational Category)
- In collaboration with Admissions Practices Committee, engage in review and audit of existing membership
- Review membership dues every three years and make proposal of dues structure

Membership Policy

- Contribute to discussions regarding the development of membership policies
- Provide research/reports on issues related to member policy (ex. dues comparisons, NACAC compliance, etc.)
- Anticipate impact of changing trends on policy
- Review and audit current members to ensure compliance with new membership policy

Member Engagement and Retention

- *Manage the GEM Awards (twice per year)*
- Work to articulate member benefits to internal and external constituents
- Contribute to discussions regarding new ideas for member benefits
- Engage in surveys and data-driven research regarding membership, retention, and other issues
- Develop messaging regarding issues of membership

New Member Outreach

- Identify and engage potential members
- Generate ideas for new or creative outreach methods or populations of interest

Database Management

- Data analysis of the membership population and providing trends and updates to the members

Level of Commitment

- Regular availability for discussion of membership applications via email or other forms of communication (WhatsApp) (2hr/month)
- Periodic assignment of committee projects (1-2 hr/month)
- Brainstorming meetings, virtually, or in-person at the annual conference (1.5 to 2 hours every 4 months)

Necessary Traits or Qualities

- Timely responses to communication
- A breadth of knowledge regarding the many players in the international admissions field
- A strong professional network
- Enthusiasm around issues of membership
- Creative energy to contribute to the goals of the committee
- Discretion and discernment
- Other (not needed of all members, but appreciated from some)
 - Data analysis skills
 - Strong writing skills
 - Foreign language fluency (Chinese, Hindi, Korean, Thai, Vietnamese, Spanish, Arabic, etc)

Challenges and Growth Areas

- Staying ahead of trends within the industry and anticipating how they might shift or change membership
- Ensuring appropriate representation in NACAC

Goals

- Annual update of policy and procedure
- Looking at membership fee structure: proposal for new member's dues
- Review and audit of current membership

Term Length

Three Years. Each person is an active member of the committee for three years, with the term beginning on July 1 of the first year and ending on July 31 of the third year.

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