**Membership Committee**

**Scope:** Recruit, onboard, and manage NSITSP members with a focus on retention.

**Guidelines:** (in order of priority)

* Establish membership requirements.
* Establish membership levels for individuals, companies, and vendors.
* Establish the application process and requirements of submission.
* Grow membership and set growth goals.
* Coordinate with the Marketing & PR committee for campaigns to grow membership.
* Communicate on an ongoing basis with members about relevant topics such as events, opportunities, and continuing education via newsletter for example.
* Create and distribute a welcome kit for new members.
* Form and/or moderate a forum or social media group for member communication.
* Contact potential or lapsed members.
* Promote member benefits.
* Develop and communicate plans for NSITSP related education (lobbying, communicating with the press etc.)
* Explore membership roles for vendors and insurance companies.
* Define what “good standing” means regarding membership.
* All of the decisions and actions should be updated periodically or as directed by the board.