

IDAHO ASSOCIATION OF HEALTH UNDERWRITERS POLICY & PROCEDURE

POLICY TITLE:	Membership Council Structure
CLASSIFICATION:	Membership
POLICY NUMBER:	10-05-MB
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: The Membership Council supports and strengthens IAHU's mission by increasing membership through recruitment and retention efforts; It also helps to develop projects and programs judged of value to the state and local chapters.

POLICY: The Membership Council provides membership advice to IAHU's Board of Trustees and promotes communication of membership issues among IAHU's members and Chapters. The Council will meet regularly by phone and in person at the State strategic planning meeting. The Membership Council in its structure and operation shall conform to the IAHU bylaws.

PROCEDURES:

I. Membership Council Team: This team will be comprised of the following individuals

- i. State Membership Chair
- ii. State Membership Retention Chair
- iii. BOT Liaison for Membership Council
- iv. IAHU President
- v. Executive assistant
- vi. Local Membership Chairs
- vii. Local Membership Retention Chairs

II. The Membership Council shall co-ordinate and monitor the state and local chapter recruitment and retention activity, recommending appropriate action to the BOT, and monitoring ongoing projects being coordinated between Council members and staff. They shall develop membership initiatives for the Association and recommend adoption of such initiatives to the BOT. They will review and analyze existing and prospective member benefits and programs with specific recommendations when needed and will develop and implement a membership contest that includes rewards for retention and recruitment

III. **Local Membership Chairs:** These individuals, one from each local of IAHU, will be appointed as described in this policy and procedure, and will be responsible for:

- a. Participating in Membership Council meetings
- b. Soliciting opinions, comments and suggestions from the Board in their local chapter regarding proposed and existing policy
- c. Facilitate communications between Council and Local Board .

- e. Participate in monthly local Board meetings to discuss membership developments in local and state and national levels.

IV. **Board Liaison:** The President of the Association shall appoint a member of the Board of Trustees to serve as a member of the Membership Council in order to facilitate communication between the Council and the Board of Trustees.

V. **Committee Participation and Voting:** While all individuals, including staff and other invited parties assigned or appointed to the Council, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing serving as State Chair, State Retention Chair, Liaison, President, Local Membership or Local Retention Chair shall be authorized to vote on decisions made by the Council. The Council chair will actively solicit the views and input of all committee members and all members may participate in polls of the Council and “straw votes”, provided that these votes are non-binding and are taken to determine the prevailing opinion of the Council as a whole.

VI. **Notification of Scheduled Meetings and Teleconferences:** Committee members will be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication. This notification will be initiated by the Council Chair.

VII. **Minutes:** All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the BOT and Membership Council and minutes shall be posted on the Board web site or distributed by mail or email to the Chapters

FINANCIAL IMPACT: none

Date

Attested by Secretary