

Organization

The CICA Membership Committee's charge is to assist the Board of Directors and President in increasing the number of CICA members and improving the membership retention rate.

The chair of the membership committee is the voice of the committee and reports to the President and Board Chair. All other committee members are appointed by the President and the committee chair. The composition of the committee shall represent as broadly as possible all constituencies within the Membership.

Requirements

- CICA Membership (or a CICA domicile or association partner)
- To respect the confidentiality of information and sign a confidentiality agreement relating to CICA activities acquired during service, except when authorized to disclose such information
- It is highly desirable that volunteers of the membership committee have attended past CICA annual conferences and been a member of other domicile associations, to bring relevant perspectives and spheres of influence and knowledge about the industry.

Time Commitment

Members are required to attend 5-6 conference call planning meetings each year. Additional time will be spent on member-to-member connection including recruitment, retention, and engagement. There may also be responsibilities at the annual CICA Conference, where the Membership Committee members may serve the role as Ambassador's for the Association.

Responsibilities

The Program Committee is charged with working in coordination with CICA to:

- Serve as a sounding board for new initiatives under consideration by the Board and/or President.
- Make recommendations to the President and Board of Directors as the committee sees fit.
- Identifying non-member needs and perceptions. Recommend ways in which to meet these needs to attract non-members to join.
- Identifying and recommending means for increasing the membership base, especially among any underrepresented or underserved groups.
- Support activities to increase membership.
- Make recommendations for new CICA Members
- Raise awareness of CICA's resources, services, and membership benefits.
- Welcoming new members to encourage participation in association activities
- Assist in following up with membership non-renewals.