



Iowa Medical Group Management Association Membership Committee Guidelines

December 2018

PURPOSE:

The Membership Committee shall work to increase the visibility and position of the Association as the leader in health care management and promote the Association. The committee will recruit new members to the Association that satisfy IMGMA's criteria for membership as stated in Article III, Section A of the IMGMA Bylaws. The Membership Committee shall develop and maintain formal and informal channels of communication to the members of IMGMA. In conjunction with the Executive Director, the committee will collect and disseminate information in an accurate and timely manner about the direction, development, and activity of IMGMA. The committee will also collect and disseminate information regarding regulatory, legislative, economic, and demographic developments pertinent to IMGMA. The committee shall monitor member needs for membership, marketing, and communication issues and make recommendations to the Board of Directors.

Members of the committee are volunteers, and therefore should have the support of their employer to attend committee meetings which are typically conference calls, in addition to 2 conferences per year. The committee may hold special face to face meetings as necessary, requiring the committee member to be away from their office.

COMMITTEE STRUCTURE:

Chair, a balance of Active, and Affiliate members, plus 1 or 2 board liaisons. (15-18 total) Consideration will be given to geographic and specialty/practice type.

The Membership Committee Chair is appointed by the IMGMA President. The Committee Chair plans, administers and directs the overall objectives and responsibilities of the Membership Committee including the following:

Chair Position:

- Three-year term
- Second year works with a successor – or co-chair that is recommended by the committee. (Per the Bylaws the President appoints the chair upon recommendation of the committee).
- Third year – serves as co-chair with successor

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RESPONSIBILITIES:

Chair

- Work with IMGMA Executive Director to prepare agenda for committee meetings
- Maintain record of committee meeting attendance, and call committee members if miss more than 2 meetings in a row
- Contact members who have indicated that they would like to be on committee
- Work with IMGMA Executive Director and board liaisons to meet committee objectives and goals
- Attend strategic planning meeting in the Fall
- Attend New Member/1st Time Attendee breakfast/lunch at Spring conference
- Facilitate committee meetings and assign responsibilities
- Work with IMGMA Executive Director to set dates for committee meetings
- Take committee meeting notes
- Review IMGMA Newsletter drafts

Responsibilities of Executive Director:

- Assist chair in facilitating committee meetings and act as a liaison for the Membership Committee
- Assist in review of membership and sponsorship structure/benefits
- Develop, print and distribute usual and customary program materials, notices, promotional and marketing materials.
- Work with committee to facilitate quarterly newsletters
- Coordinate volunteer schedule for conferences
- Coordinate the marketing contracts, registration and logistics of all meeting sponsors and exhibitors.
- Develop and coordinate meeting follow up materials and activities.

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Responsibilities of Committee Members:

Committee members are appointed by the Committee Chair; responsibilities include:

- Attend committee meetings consistently. (If miss more than 2 meetings in a year, will be contacted about future committee participation)
- Commit to bi-weekly calls in the 6 weeks leading up to the Spring and Fall conferences
- Commit to attending and volunteering at Spring and Fall Conferences
- Greet and welcome new members and 1st time attendee's at conferences
- Circulate and visit exhibitors at Spring and Fall Conference – thank them for their support
- Bring suggestions and ideas to increase benefits and visibility of IMGMA

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