

Membership Committee Charter May 2024

The ACCP Membership Committee is not a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP Bylaws (Article VII, Section 3g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the Bylaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Membership Committee is to develop and implement a series of programs to engage Members, attract New Members and otherwise meet the needs of Members. These programs may be as per the Strategic Plan or as devised by the Committee separate from the Strategic Plan.

Committee Membership

As a Non-standing Committee, there is no mention of the Membership Committee in the ACCP Bylaws. As per Article XI, Section 3 of the Bylaws “all Non-standing Committees shall consist of a Chairperson and two or more representatives of ACCP membership. The President or his/her designee shall be an *ex officio* member of all Committees and must be apprised of all Committee meetings and their deliberations in writing.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry, clinical and regulatory agencies, as well as MDs, PharmDs, PhDs or other degrees associated with the healthcare professions and biomedical or pharmaceutical sciences. In addition, a Student Member should be appointed.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Bylaws, Article XI, Section 1), unless approved by the President.

Committee Role

The Membership Committee activities include, but are not limited to, the following:

- Develop outreach programs to attract New Members and engage current Members, examples of which include the New Member Ambassador Program, Member-Get-a-Member Program, Student & Trainee outreach programs and the Early-stage Professionals programs and presentations at universities or other outside organizations;
- Periodically review and make suggestions for the membership-specific portion of the ACCP Strategic Plan;
- Provide guidance and assist in the development of ACCP Chapters or Affiliates;
- Assist in the development of lists for outreach regarding the ACCP Annual Meeting;
- Propose suggestions on ways for ACCP to better differentiate itself from other similar societies;
- Assist in developing outreach programs to introduce ACCP to groups of potential Members, typically associated with presentations prior to the Annual Meeting;
- Serve as ambassadors in giving membership presentations either live or virtually;
- Provide updates of the Membership Committee’s activities to Board of Regents for board meetings or as requested;
- At least every other year, review the cost of dues, including assessing them against similarly-focused societies and the impact of any change to ACCP’s revenue stream, and make any recommendations to the Board for its May meeting.

Staff Support

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

How & When the Committee Meets

The Membership Committee may meet in person at the Annual Meeting but meets a minimum of 5-6 times a year to achieve its goals.