

Membership Committee Charter May 2020

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 and PhDs. Persons with a focus on drug discovery as well as those involved in clinical care should sit on the Committee. 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 Member-Get-a-Member Program, Student outreach programs and the Early-stage Professionals programs;
- 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;
- 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.

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 5-6 times a year via conference call to achieve its goals.