

## MEMBERSHIP COMMITTEE CHARGE

**Number of Members:** 10-13

### **Composition**

Members shall include a Chair, Vice Chair, Member Engagement Subcommittee Chair, and a diverse mix of members reflecting the Society's membership, including Allies and an Early Career Professional. The Chair may invite guests as needed to expedite information sharing.

### **Method of Appointment**

The Chair, Vice Chair and members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

### **Term of Office**

One year. Reappointment for two additional consecutive terms of one year is permissible.

### **Accountability**

Reports to: Board of Trustees

Key relationships: HRS Communities, Education Committee, Scientific Sessions Program Committee, Health Policy Committee, Governance Committee, Finance Committee

### **Purpose**

To ensure that the Society creates and sustains member value, and to recruit, engage and retain members.

### **Responsibilities**

- Oversee development and implementation of an effective membership marketing strategy.
- Recommend policies regarding membership categories, dues and benefits that support strategic plan objectives.
- Monitor members' professional needs and satisfaction, and recommend enhancements or corrective actions.
- Monitor member benefits and services, and make recommendations for new or modified benefits and services to the Board, or the relevant operating committees.

- Monitor membership retention levels and recommend corrective actions as needed.
- Oversee recruitment of Society members, including early-career and international members.
- Oversee and coordinate support for HRS Communities and act as a conduit of information to committees, subcommittees, task forces and staff liaisons about HRS Community needs and suggestions.
- Monitor the effectiveness of HRS Communities and recommend enhancements or corrective actions.
- Review and approve applications for membership, including for Fellow of the Heart Rhythm Society (FHRS).

### **Decision-Making Authority**

- Make recommendations to the Board.

### **Meeting Frequency**

Quarterly meetings, by teleconference or face-to-face. Additional meetings, as necessary.

### **Estimated Time Commitment**

3 hours per month

#### *Scheduled*

- Committee Conference Calls (quarterly)
- In-Person Meeting (May, at HRS Scientific Sessions)

#### *Other*

- Review of FHRS applications
  - FHRS applications require review and vote by each committee member. Turnaround times are one to two weeks for each batch of applications that is sent for review.

#### *Busiest Times of the Year*

January-end of March, to review FHRS applications