

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