



MEMBERSHIP COMMITTEE CHARTER 2024

COMMITTEE PURPOSE

The Membership Committee is dedicated to reviewing and improving the HBMA member experience. The committee of volunteers will focus on areas of member growth, engagement, involvement, and retention to strengthen HBMA's membership and its value proposition.

COMMITTEE VALUES

One of the components contributing to the success of a committee is the diverse dynamics that can exist within the group. The group will likely be comprised of different personalities, experiences, and opinions. Each committee member agrees to **respect** the participation of all other committee members and recognize the diverse dynamics that may be present within the group. The committee will operate by **consensus**.

Each member of the committee is encouraged to participate fully in the generation of ideas, topic discussions, sharing of ideas, and committee work assignments regarding the goals of the committee.

DELIVERABLES

- Provide recommendations for improving the communications and engagement to current, new, and future members.
- Streamline and improve definitions of new member category selection at time of joining.
- Identify and recommend opportunities to improve and/or expand member benefits across membership categories.
- Create strategies to highlight member benefits.
- Provide recommendations to the Education Committee for subject matter content that would benefit our members across multiple membership categories.
- Review monthly metrics for growth within member types.

AUTHORITY OF COMMITTEE

- The committee exists to make recommendations to the Board of Directors of HBMA.
- The committee may enlist HBMA staff resources to support its work, within the approved, budgeted limitations, under the direction of the Executive Director.
- Requests for funding that are not contained within the approved HBMA budget must be made to the HBMA Finance Committee and then will be reviewed by the Board of Directors.

DUTIES OF COMMITTEE PARTICIPANTS

Chair

- Guide the workgroup in setting goals and objectives
- Coordinate calendar of meetings and agendas with staff
- Collaborate with staff on meeting facilitation and follow-through on action items
- Represent workgroup deliverables and reporting to the Board of Directors

Vice Chair

- Assist Chair with goals and objectives
- Lead meetings when Chair is unavailable
- Collaborate with Chair and staff on meeting facilitation
- Assist with follow-through on action items

Committee Members

- Attend and participate in at least 85% of all meetings
- Join meeting within first 10 minutes of scheduled call time
- Sign “confidentiality agreement” established by HBMA and return to national office
- Understand and sign Committee Charter and Committee project plan
- Read all meeting minutes and provide feedback, if necessary
- Come to meetings prepared, having read meeting materials in advance
- Complete a minimum of 80% of work assignments in agreed upon time frame

Staff

- Provide necessary administrative support
- Advise and provide necessary resources and best practices
- Support to ensure completion of action items
- Support to keep committee on task

Signatures

By signing below, we the members of the Membership Committee promise our best efforts in fulfilling the provisions of this charter and abide by the HBMA Code of Ethics.

HBMA Code of Ethics:

- Exercise sensitive professional and moral judgment in all business activities.
- Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence.
- Perform all business activities with the highest sense of integrity.
- Maintain objectivity and avoid any conflict of interest.
- Strive to improve the quality and competence of services performed through continuing education.
- Exercise care and diligence in providing services.
- Maintain confidentiality of patient and client information.
- Strive to comply with all relevant Federal, State, and Local laws and regulations.
- Refrain from making misleading or false statements about professional qualifications, experience, performance, or results that can be achieved.

Print Name

Signature

Date