**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**MEMBERSHIP COMMITTEE**

**CHAIR, DIANA TAMPARONG**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the Membership Committee is to:

* Grow the membership population of the organization
* Ensure that the organization is responsive to the needs of all members
* Encourage and create opportunities for members to engage in all activities and programs
* Be an advocate for, and represent the interest of, members at Board meetings
* Be the contact/liaison for mothers, upon birth of a child diagnosed with Down syndrome
* Develop and manage programs for members diagnosed with Down syndrome, from birth to five years old

**Responsibilities:**

* Work with members to establish small neighborhood-like groups, and facilitate small (intimate) meetings in the homes of volunteering members in the groups
* Develop a notification-response protocol with hospitals for new mothers of children who are diagnosed with Down syndrome
* Coordinate membership-attendance at all events sponsored by the organization
* Maintain a current roster of all registered members
* Work with, and provide support to, other committees, including the volunteer coordinating committee, to ensure that members are informed about organization’s events, activities, and programs

**Membership:**

The Membership Committee shall consist of seven (7) voting members as follows:

1. Chairperson (appointed by the Board Chair
2. Vice Chair (appointed by Board Chair, on the recommendation of the Chairperson)
3. Five additional voting members

**NOTE:** The Chairperson, in consultation with the Vice Chair, may recruit as many part-time “Supporting Members” as needed to help manage the affairs of the committee. However, these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson to determine their interest in, and the potential value of their contributions to, the committee. Following the interview, the Chairperson may recommend the appointment of the members to the committee. Depending upon the results of a background check, the DSOSN Board Chair will approve the appointment of the voting member to the committee.