

Membership Committee Charter

Last revised March 2025

Purpose

The Membership Committee is a standing committee of the International Association of Professional Security Consultants and is dedicated to the recruitment, retention, member benefits and overall satisfaction of members. The committee is responsible for promoting growth of membership in the Association. The committee will assist with regular assessments of membership satisfaction and involvement in Association activities. The committee will identify and develop membership benefits.

Vision

The IAPSC has a growing and engaged membership that is receiving high levels of value from the Association.

Key Responsibilities

1. Identifying and contacting prospective and viable candidates for membership in the Association
2. Reviewing applications for membership in the Association
3. Welcoming new members to the Association
4. Hosting a quarterly new member orientation webinar
5. Overseeing the mentor program for new members who seek expert consulting and business advice
6. Developing a pool of mentors
7. Reviewing and developing new membership benefits
8. Promoting and achieving awareness of member benefits
9. Overseeing and analyzing “Member Needs and Satisfaction” surveys to identify long and short-term initiatives to achieve and sustain membership satisfaction goals and provide summaries of feedback to the Board of Directors.
 - Seeking member opinions and input regarding the direction, focus and mission of the IAPSC
10. Conducting retention efforts
 - Overseeing that the annual membership renewal letters are sent with special follow-up with first-year members
 - Conducting follow-up with non-renewing members
11. Reporting monthly membership metrics
12. Ensuring committee objectives and all other efforts align with the Association’s Mission, Vision, and Strategic Initiatives
13. Reviewing the Association’s categories of membership and dues structure, as needed, and recommending any necessary changes for approval by the Board of Directors

14. Recommending to the Executive Committee (or Board) the termination of membership of any member who fails to comply with either the Association's By-Laws, Code of Conduct, and all other applicable rules, policies or procedures.
15. Reviewing the Membership Committee Charter annually for adequacy and recommend any necessary changes for approval by the Board

Meetings

Most work of the Membership Committee is accomplished through electronic communications without the need for routine meetings. The members of the committee shall meet as needed as its Chair or a majority of its members deems necessary or appropriate, either in person at Association meetings and conferences, virtually or electronically. The committee chair shall provide a report of the proceedings of each meeting to the Board.

Members

- Committee Leadership: The Chair of the Membership Committee shall be appointed by the Association President.
- Other Committee members are selected by the Committee Chair and may include:
 - At least two other members to assist with membership application reviews and other Committee tasks
 - At least one other person to focus on member recruitment
- Committee members must understand and respect the confidential, sensitive nature of discussions of membership appropriateness and qualification.

Collaboration with other Committees

- Provide input to the Education Committee on the development of the SSC program

Resources and Budget

The Association Management Company will provide the following support:

- Coordination of Membership applications to include application review by the Membership Committee, completion of the background check, and Executive Committee review and approval
- Update and maintain the Membership report
- Update and maintain the member portion of the website

Annual Goals

Draft a strategic plan to incrementally increase membership and retain current members

Identify and implement measurable tactics to address the goals of the membership recruitment and retention programs

Compliance Calendar Activities

- Quarterly On-Boarding Webinars with New Members (1 hour)
- Membership Renewal Letters and special follow up with first-year members
- New Member Survey
- Membership Renewal Reminders
- Lapsed Member Follow-Up
- Monthly Membership Metrics
- Annual Objectives and Metrics presented to the Executive Committee