

Interpreting Stakeholder Group (“ISG”) Membership Committee Charter

I. Purpose of Committee

The Membership Committee (the “Committee”) supports the Board of Directors (the “Board”) in recruiting prospective members and encouraging current members to renew their membership. The Committee develops and oversees strategies for retaining and expanding membership.

II. Accountability

The Committee is accountable to the Board.

III. Committee Membership

Number of Members The Committee shall have a minimum of one (1) and a maximum of five (5) voting members. In addition, the Board may appoint one (1) non-voting, ex-Officio, member as the Board Liaison.

Qualification for Membership Voting members should be knowledgeable in matters pertaining to marketing and public relations.

Composition and Selection The Committee shall be comprised of one Chair or two Co-Chairs appointed by the Board. The remaining voting members shall be selected by the Chair in a timely manner. The Board Liaison, an ex-Officio member, shall be appointed by the Board.

Terms of Members Members of the Committee may serve a term for one (1) year and may serve a successive one-year term. When feasible one or both of the immediate past governance Chair or Co-Chair(s) will continue serving as a member of the committee for at least one more year to ensure an orderly transition.

Commencement of the term shall be one week following the December Annual Meeting and election.

Termination of Members Membership on the Committee shall be terminated if a member voluntarily resigns his/her membership and so notifies the Committee Chair or Co-Chairs, or if a member is not qualified for membership or fails to attend without excuse more than two successive scheduled-meetings per term, or if a member consistently fails to contribute to the work of the Committee.

Special Advisors From time to time the Committee may invite non-ISG members with extensive marketing or public relations experience or particular knowledge of the Committee objectives to serve as Special Advisors. Special Advisors do not have a vote.

IV. Committee Authority and Responsibility

The Board has delegated to the Committee the authority and responsibilities in the following two major areas: Recruiting Prospective Members and Encouraging Current Members to Renew their Membership.

The Committee shall:

1. Contact prospective members by phone or email to invite them to join ISG;
2. Contact all new active members personally by phone or email to welcome them to ISG, to invite them to the next meeting, and to provide basic information about ISG;
3. Approach disgruntled members and solicit feedback for improvement;
4. Contact members prior to cancellation and encourage them to renew;
5. Greet and introduce new members and prospective members at ISG meetings;
6. Host membership open house/meeting for prospective members.
7. Visit and present to hospitals, agencies, insurance companies, educational institutions, etc., to inform and educate on what ISG does and offers for interpreters stakeholders;
8. Host and lead new member receptions / orientations at Annual ISG Meetings. Serve as greeters and facilitators at new member orientations;
9. Plan and implement campaigns to recruit members;
10. Accomplish additional tasks as charged by the Board.

V. Committee Meetings

The Committee will meet a minimum of three (3) times annually, either in person or via telephone, and at such times, places and manner as its members may determine. Additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. Committee members are expected to attend 75% of the meetings either in person or by telephone.

Meetings of the Committee may be called by the Chair or Co-Chairs at the request of the Board. Notice of a meeting of the Committee stating the place, day and hour of the meeting shall be given to each member of the Committee at least five (5) days prior thereto by email or by telephone.

The Chair or Co-Chairs shall prepare an agenda in advance of each meeting and provide the agenda to Committee members no less than two days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. At each meeting, the Chair or one Co-Chair will preside the meeting, while the other Co-Chair or another Committee member will record the meeting minutes. The Committee shall act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Periodically, time-sensitive resolutions can be voted on electronically as deem appropriate by the Chair or Co-Chairs.

VI. Committee Reports

The Committee shall produce meeting minutes at the conclusion of each meeting, which will include an attendance record and documented recommendations and decisions. These reports will be completed no more than three (3) weeks following the applicable Committee meeting and forwarded to the committee membership and the Board for proper filing. Additionally, the Committee will produce an

annual report at the end of each term that describes the number of meetings, major decisions and outcomes, and any other pertinent information.

VII. Committee Evaluation

The Committee shall periodically review its own performance in relation to the requirements of this Charter and such other matters as deem appropriate by the Committee. The performance evaluation by the Committee will be conducted in such manner as the Committee deems appropriate. On the basis of the performance evaluation, the Committee shall consider appropriate changes necessary to improve its effectiveness.

The Committee shall review and reassess the adequacy of this Charter and membership composition annually and recommend any appropriate changes to the Board for approval.

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