



Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 630

Policy Name: Membership Subcommittee Policy

PURPOSE

- This policy describes the duties and expectations of the Membership subcommittee.

SCOPE

- This policy applies to members on the Membership subcommittee.

POLICY

The Membership subcommittee will be responsible to:

- Organize and manage general membership meetings, to include set-up and take-down.
- Greet and assist new and current members.
- Maintain attendance records and rosters.
- Provide nametags to all members.
- Provide clear communicate on attendance policy.
- Provide beverages and snack service at general meetings.
- Maintain refreshment supplies.
- Host annual transition meeting.
- Maintain member contact information.
- Present new member orientation.
- Support other subcommittees in hosting their events.
- Promote awareness of the needs and opportunities to help women in state government.
- Understand, follow, and comply with board bylaws, policies and ethics.
- Support the conference subcommittee in the execution of the annual leadership conference.
- The Membership subcommittee members will assist with various duties pertaining to the ICSEW leadership conference, including, but not limited to oversight of attendance of members to work the event.

RELEVENT LAW AND OTHER RESOURCES

ICSEW Bylaws

ICSEW New Member Information

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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