



Purpose

This committee will be responsible, either directly or via subcommittees, for the following: 1) proposing membership dues for approval by the Board, 2) developing initiatives to recruit new members and addressing issues which may cause physicians either to leave ABM or to forbear from joining it, 3) overseeing the selection of members to Fellowship (FABM status).

Function

The committee will focus on initiatives to retain members and grow membership by developing and understanding of our current membership, the profession and their needs.

1. Audit ABM's current member profile demographics
2. Suggest new demographics based on the current audience and protentional audience.
3. Use data from membership surveys to identify member needs and potential solutions ABM can offer.
4. Provide recommendations to the ABM Board of Directors based on current and future strategic plan and priorities to grow membership.
5. Actively participate in recruitment and retention efforts.
6. Staff the ABM Membership booth at the Annual International Meeting.
7. Participate in regularly scheduled conference calls, possible in-person meetings, and perform associated duties.
8. Be active, engaged, and accountable.

Composition

The committee will include the chair, ABM Board liaison, and ABM members, both regular and student members.

Chair: Appointed by the President and confirmed by the board. Committee Chair will serve two consecutive years – year one as Chair-elect and year two as Chair.

Chair Responsibilities

1. Confers with the Director of Membership and Marketing in the planning and execution of committee initiatives.
2. Leads the committee in its planning.
3. Submits annual reports to the Board of Directors.
4. Collaborates with staff to set a meetings schedule and communicate it to the volunteers.

Member term: Two years with rotation so that the committee does not turn over completely in any one year. Members are eligible to serve a second term, with no member serving more than four consecutive years. The goal is to provide flexibility for



the volunteers, and to provide annual opportunities for new volunteers to rotate onto the committee while maintaining continuity. If a member misses two meetings in a row, that committee member may be terminated from the committee at the chair's discretion.

Members' Responsibilities

1. Attend meetings and participate in conference calls and respond to email discussions, perform volunteer duties. If a member has not been present on calls or participated in conversation, that member will be removed from the committee.

Procedures

1. Staff and Chair will review committee roster to determine who will rotate off and who is eligible to serve another term. Eligibility does not automatically mean a committee member will be asked to serve. Staff and the Chair will determine whether a member has been effective, present, and a contributor.
 - a. Staff will work with committee Chair to open a call for volunteers and review applications based on eligibility and competency.
 - b. Select a Chair-Elect from those continuing their service

Schedule

The Committee will meet quarterly via conference call. The group may also meet in-person during the Annual International Meeting for those attending. Additional meetings may be conducted jointly with, for example, the Board, project committee and task forces, and other ABM initiatives, or key stakeholder entities.

This Committee will also use the ABM committee messaging tool on the members' only section of the ABM website to communicate, share content, and develop strategy.