

Name of Team: **Membership Committee**

Rev:

Chartering Group	Sponsor	Team Leader	Facilitator (if different from leader)	Team Kick Off Date	Proposed Team Sunset Date
Oregon Fire Chiefs Assoc.	OFCA Board of Directors	1-year director	None	Current	None

<b>Mission Statement</b>	To regularly engage Oregon's fire service leadership and affiliated public and private partnerships to maximize membership opportunity while simultaneously building association strength.
<b>Goals &amp; Objectives</b>	<ol style="list-style-type: none"> <li>1. Readily review and define types of association membership</li> <li>2. Maximize membership opportunity through written, verbal, and electronic communication.</li> <li>3. Regularly review membership dues and recommend modification as needed to the finance committee.</li> </ol>
<b>Customers</b>	Current, life, honorary, corporate and future members of the Oregon Fire Chiefs' Association.
<b>Success Indicators</b>	<ol style="list-style-type: none"> <li>1. Growth in the association membership</li> <li>2. Continued financial solvency</li> <li>3. Increased participation from the membership at large</li> <li>4. Strong or increased conference attendance</li> </ol>
<b>Feedback Plan</b>	<ol style="list-style-type: none"> <li>1. Periodic membership updates at board meetings</li> <li>2. Membership at all conference business meetings</li> <li>3. Electronic feedback through the OFCA office or board members</li> <li>4. Input received during outreach opportunities at county fire defense meetings</li> </ol>
<b>Scope/Priority</b>	The Committee works completely within the framework of the OFCA Constitution & Bylaws, from which it receives its' guiding authority.
<b>Procedures/ Meeting Frequency</b>	<ol style="list-style-type: none"> <li>1. The Committee shall meet as needed in order to address issues relating directly to or which may impact association membership.</li> <li>2. The Committee shall meet each January to review and recommend changes to the Association charter if needed.</li> </ol>
<b>Decision Making Process</b>	<ol style="list-style-type: none"> <li>1. Decisions concerning membership shall be made in accordance with the OFCA Constitution &amp; Bylaws.</li> <li>2. Question and/or challenges regarding membership qualifications shall be forwarded to the OFCA Board of Directors.</li> </ol>
<b>Decision Ratifying Body</b>	Oregon Fire Chiefs Association Board of Directors
<b>Boundary Conditions to Decisions Made</b>	Questions not answered by the Constitution and Bylaws shall be forwarded to the OFCA Board of Directors, with recommendations from the membership committee.
<b>How Decisions Are Communicated</b>	Verbally through reports, meeting minutes, and/or email
<b>Team Members</b>	1-year director Member at Large Member at Large Executive Director
<b>Team Review Schedule</b>	Annually at the July OFCA Board meeting