

TSGNA MEMBERSHIP COMMITTEE'S COMMISSION

1. **The Membership Committee is composed of a Chairperson and four committee members**
 - **The Chairperson is appointed annually by the president.**
 - **The Chairperson reports to the Eastern Division Director.**
 - **Committee members are the Division Secretaries and the Communication Committee Chairperson.**
2. The Membership Committee Chairperson will submit written reports, with the requested number of copies as follows:
 - A current list of new members will be sent quarterly to the TSGNA Board Members and officers from the reports received from the Treasurer and SGNA
 - A committee report, outlining the goals for the year, should be submitted to the Eastern Division Director by December 1st. This report should also contain the names, addresses and phone /Fax Numbers and E-Mail Addresses of the committee members and the purpose of the committee and a copy should be sent to committee members.
 - A report summarizing progress and activities to the Eastern Division Director by April 1st. A copy should also be sent to committee members.
 - A year end report summarizing progress including the achievement of defined goals and activities to the Eastern Division Director by September 1st. A copy should be sent to committee members.
 - Reports as requested for the TSGNA Newsletter.Other reports as requested.
3. Delegate duties to committee members and request assistance from the Eastern Division Director as indicated.
4. Facilitate the implementation of goals.
5. The current TSGNA Membership Roster is available from SGNA The region code is #50.
6. The Chair person and committee members should have SGNA Applications available at meetings for people interested in becoming a member of SGNA /TSGNA
7. The Chairperson should send a welcome packet containing the following to each new TSGNA Member .
A welcome letter including the following:
 - Address the benefits of being a TSGNA Member i.e. Scholarships for Certification and recertification .
 - How to access the SGNA and TSGNA Website and Bylaws.
 - Encouragement to become an active and involved member to include the Points Scholarship Criteria.
 - Information regarding Divisional / State /Regional /National Educational Meetings .
 - A Roster of TSGNA Board of Directors and Divisional Officers .

8. Track non renewing members and send a reminder to rejoin along with a letter explaining the benefits of membership

9. Monitor the completion of goals.

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Revised 05/2007