



Libertarian Party of New Mexico

## **Provisional Charter**

### Membership Committee

*This charter is provisional until approved and adopted by a majority vote of the Central Committee.*

#### I. Purpose

The LPNM Membership Committee is a standing committee that is appointed and charged with responsibilities associated with the recruitment, retention, benefits and satisfaction of party members throughout the state.

The Committee shall perform needs assessments, plan, develop, guide implementation, and evaluate membership programs, to include (but is not limited to) benefits, services and/or programs consistent with the LPNM mission, strategic plan, and/or direction provided the LPNM Steering Committee, Central Committee or Executive Committee. The Membership Committee will be expected to work closely with a variety of other committees, including Finance, Fundraising, Communication and Outreach, as well as with the county affiliate organizations.

#### II. Membership

The Committee shall consist of one (1) member from the Executive Committee, one (1) Cabinet Officer appointed by the LPNM chair with the advice and consent of the Central Committee, and at least two (2) volunteers. The volunteer members of the Committee shall be appointed by the Membership Committee's Cabinet Officer. Should more than two (2) individuals volunteer to serve on the Committee, members shall be elected by a majority vote of the Central Committee at their next usual meeting. Each member shall serve a two year term. At the expiration of the Cabinet Officer's term, a new Cabinet Officer shall be appointed by the LPNM chair, with the advice and consent of the Central Committee. Should a member of the Committee resign or end their position on the Committee prior to the completion of the term, the vacancy will be

appointed by the Cabinet Officer (or by the LPNM chair, should the Cabinet Officer vacate) with the advice and consent of the Central Committee.

### III. Decision Rights

The Committee is designed to serve in both an advisory and administrative role regarding the membership matters of the organization. The Committee shall have the authority to develop proposed policies, procedures and programs related to the membership of the organization and to present such policies or procedures to the Central Committee for adoption by a two-thirds (2/3) vote.

When such policies, procedures or programs have been adopted by the Central Committee, then the Committee shall have the authority to implement same, except that the Committee may not expend organizational funds other than in accordance with policies and regulations set forth by the Finance Committee.

### IV. Meetings

1. Meetings shall be held at least monthly, and more frequently if required due to the urgency of any issues at hand. Meetings may be conducted in person or via conference call or web meeting. The meeting schedule shall be determined by the Committee and published to the Central Committee.
2. Meetings shall be conducted using Robert's Rules of Order.
3. The Committee shall maintain minutes of the meeting and report regularly to the Central Committee.

### V. Time Commitment

1. The members of the Committee should plan on a minimum of one one-hour conference call per month.
2. The members of the Committee should also plan on spending an additional 2-5 hours monthly on follow up tasks associated with the Committee.

### VI. 2017 Priorities

1. Refine this Committee's provisional charter as necessary or desirable to accomplish the stated objectives and present to the Central Committee for debate and adoption by two-thirds (2/3) vote
2. Develop a robust membership recruitment plan with specific number goals
3. Develop a member retention plan
4. Identify several options for membership management software
5. Identify any staffing needs, including volunteers and/or interns

6. Develop a Membership Committee budget, to include capital costs like computer hardware and administrative costs like office supplies