



Welcome to the APSHO Membership Committee

Membership Committee Objective:

The objectives of the Membership Committee include:

- Supporting the society through new member recruitment, existing member retainment
- Occasionally providing input further defining membership and its benefits
- Increasing member engagement through the APSHO online community

Committee Member Prerequisite(s):

- Must be an APSHO member in good standing
- Submission of a committee application including:
 - Submission of a curriculum vitae (CV)
 - Submission of a statement of interest
- Ability to actively contribute to the recruitment of new members to meet committee recruitment goals
- Sales, marketing, business development and/or communications experience preferred

Roles and Responsibilities:

- Help to actively recruit new members through direct contact with colleagues within member's hospital/cancer center and other industry colleagues within their region
- Distribute membership campaign materials in local area when applicable
- Identify groups for potential APSHO membership
- Assist APSHO Member Services team as needed in encouraging practices to join through Institutional Memberships
- Occasionally provide input on membership recruitment and retention campaigns
- Assist with recruitment ideas to help identify appropriate attendees for the accredited JADPRO Regional Lecture Series

Estimated Time Commitment and Meeting Format:

- Attendance at a minimum of 4 quarterly meetings (3 conference calls, and one in-person meeting held during JADPRO Live (conference registration required)).
- Bi-monthly conference calls on the first Wednesday of the month at 8 PM est

Term Limits:

Membership Committee Chair

The Membership Committee Chairperson is appointed for a 2-year term, spending one year as the Chair-elect, and 2 years as Chair before assuming the position of Past Chair. Membership Committee members are invited to apply for a Chair position by submitting an online application.

Applications will be reviewed by the Membership Committee Leadership (current Chairperson and Board Liaison) between May 1 – 15th. Committee leaders will then present a ballot to the committee members with candidate(s) for the Chair-Elect position for vote by June 1st.

- Year 1 – Chair-Elect
- Year 2 – Chairperson



Advanced Practitioner
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- Year 3 – Chairperson
- Year 4 – Past Chair

The candidate who receives the majority vote will be immediately appointed as Chair-Elect, and the previous Chair-Elect will transition to the Chair position.

Membership Committee Membership:

Committee members are appointed for 2 years, but those wishing to remain on the committee may do so for an additional 2-year term, totaling a maximum of 4 consecutive years. Time spent as Chair-Elect, Chair, and Past-Chair is not counted toward the member's maximum term limit of two (2), consecutive two-year terms.

Relationship with Other Leadership Groups:

- Reports directly to the Board of Directors
- Collaborates with the Education and Communications Committee, and Task Forces as necessary

2018 Membership Committee Charges:

The following assignments have been selected by the APSHO Board of Directors to support the strategic goals and mission of APSHO

- AP Tool Kit - Joint charge for Education and Membership Committees
- Continue engagement with online community
- Work with APSHO/Harborside Staff to increase communications to members about how to find the most value from online community features
- Ask an Advanced Practitioner –APSHO Member Forum featured topic

For more information about this committee please email memberservices@apsho.org