NAEMSE Membership Committee Charter
Charter Version: 1.1, 01.19.2024

Mission: The primary mission of this Membership Committee is to support a strong community of members actively engaged in advancing EMS education through NAEMSE involvement. This committee is comprised of active NAEMSE members. The Membership Committee seeks to increase awareness of the benefits and value of NAEMSE in support of its mission to inspire educational excellence and to reflect the association's values.

Boundaries: The Membership Committee does not serve as a governing body of the association. The members of this committee alone do not officially represent the association. Committee participation is voluntary. This committee and each committee member serve at the pleasure of the Board of Directors.

Committee Members:
Selection and term lengths of Committee Co-Chairs are governed and informed by Association By-laws.

Committee Leadership:

1. Board Co-Chair
   a. Serves as committee liaison to the Board of Directors and Executive Director, and provides leadership and direction for committee function and governance.

2. Membership Co-Chair
   a. Serves as representation from membership; may serve as committee liaison to the Board of Directors and Executive Director in the recognized absence of the Board Co-Chair, and provides leadership and direction for committee function and governance.

3. Secretary
   a. Solicited from committee membership and selected by the Co-Chairs, serves to keep committee meeting minutes, and facilitates committee proceedings.
Committee Membership:
1. Open committee membership to active NAEMSE members.
2. Committee members maintain committee membership by attending at least 50% of committee meetings over a two-year period, and falling below this threshold could result in being removed from committee membership.

Administrative Support: This committee will receive general administrative support from NAEMSE staff; this support is generally limited to scheduling official virtual or physical committee meetings, printing/distributing finalized committee documents such as agendas, maintaining committee rosters, and digitally storing official committee proceedings such as finalized meeting minutes.

Roles and Responsibilities: The Membership Committee will:
1. Recognize association members through awards and recognition programs.
2. Promote membership engagement within the association and during Symposium.
3. Engage the association on the value and benefit of NAEMSE membership.
4. Contribute to promoting NAEMSE membership value and benefit.

Subcommittee and Workgroups: The charter for this committee does not specify the construct of any subcommittees or workgroups. Subcommittees or workgroups may be formed ad hoc as determined by the Co-Chairs based on a need or specialty project.

Indicators: The Membership Committee has the following defined indicators related to Roles and Responsibilities:
1. Meeting attendance of at least 50% of committee membership annually.
2. Manage the process of awards and recognition.
3. Engagements with members to promote NAEMSE and Symposium benefits and value.
4. Development, response rate, and analysis of membership survey(s).

Additional indicators for forming ad hoc subcommittee(s) and workgroup(s) need to be defined by Committee Co-Chairs as part of establishing such groups. Additional committees, subcommittee(s), and workgroup(s) indicators may be established by the Board of Directors.

Deliverables: The Membership Committee will have the following annual deliverables:
1. Year in Review document submitted to the Board of Directors annual board meeting at the Symposium. This document is intended to summarize the committee's work, contribution to the association and EMS education profession in meeting its roles and responsibilities, and performance based on committee indicators. The committee's Year in Review document will then be published in Educator Update.
a. To be submitted to NAEMSE's Executive Director at least 30 calendar days before the start of the Symposium.

2. An article for each Educator Update related to the committee's mission, ad hoc subcommittee(s) or workgroup(s), or contribution(s) to the association.
   a. Submitted based on Educator Update publication timeline.

3. A webinar or similar presentation to NAEMSE membership related to the committee's mission, ad hoc subcommittee(s) or workgroup(s), or contribution(s) to the association.
   a. Scheduled and coordinated with NAEMSE Staff Liaison.

**Meetings and Communication:** The Membership Committee will meet at minimum twice a year, with one virtual meeting and one in-person meeting at Symposium. Meetings will be scheduled and communicated in advance. Additional meetings may be scheduled as determined by the Committee Co-Chairs. Communications will primarily be electronic using emails registered with NAEMSE.

**Committee Ground Rules:** To promote a respectful, productive, and association-focused environment to the mission of NAEMSE and this committee, members of the committee have agreed upon the following ground rules:

1. We will listen actively to each other.
2. We will respect the thoughts, ideas, time, and concerns of others.
3. We will allow all members to actively participate in discussions, evaluations, and the generation of ideas.
4. We will respect each other's ideas by allowing only one person to speak at a time.
5. We will focus on understanding concerns, opportunities for improvement, and sound education principles.
6. We will focus on constructive ideas and advancing EMS education as a profession and evidence-based EMS practice.
7. We will work to resolve conflict by understanding opposing views, respecting dissenting opinions, transparency in data, establishing facts, and professional communications.
8. We will not undermine or discredit this committee or association's efforts, purpose, and work.
9. We will try to begin and end meetings on time and without distractions.
10. We will work to champion a committee and association that supports membership, EMS learners, and all types of EMS educators.