

**Membership Committee**

1. Committee Purpose: To formulate and implement programs to expand the national and international membership and the local Chapters of the Association.
2. Duties:
  - Formulate membership expansion programs and recommend to the Board of Directors for approval and implementation.
  - Review and approve new Chapter Petitions, Charters and By-Laws
  - Approve organization and distribution of National and International Regions
  - Orchestrate the Annual Chapter of the Year Awards (Small, Mid, Large, and Increase). (Lead: Director of Membership Operations)
  - Effect communications and visibility/visits by AOC Board of Directors/Regional Directors to AOC Chapters
3. Chair: Appointed by the President for a term of 1 year. May or may not be a Regional Director
4. Membership Committee Members: Incumbent Regional Directors (3 years). Chapter & AOC BOD officers may be appointed (serve min. 1 year) to assist by majority Membership Committee vote.
5. Staff Support: Director of Membership Operations and others as appointed by the Director of Membership
6. Required Financial Resources: Budget to be determined annually based on requirements and Membership Committee tasks
7. Duration: Ongoing
8. Communication/Updates to BoD: Regular reports at Board of Directors' meetings on status of membership efforts, actions and progress toward recruitment and sustainment of AOC membership.