



## **MEMBERSHIP COMMITTEE HANDBOOK**

## **CORE PURPOSE**

“To strengthen and amplify the success of women in the construction industry.”

### **Core Values:**

- Women-focused
- Courageous leadership
- Commitment to inclusion and growth
- Anticipate change

### **Mission Statement:**

The association committed to championing women to impact the direction of the construction industry. NAWIC provides education, community, and advocacy for women.

### **Envisioned Future:**

Women’s contributions to the construction industry are recognized and sought after. Women’s leadership results in industry growth and success. Women receive compensation equal to all within the industry. NAWIC is identified as THE resource for female leadership, with members recognized for their expertise and commitment.

## INTRODUCTION

The Membership Committee is one of the most vital committees in our Association. Our Bylaws state, "The Membership Committee shall be responsible for devising ways to increase and maintain membership in the Association". The Chapter level is most important as it has the most direct personal contact with the members.

### **National Membership Chair:**

The Chair's responsibility to committee members begins with the scheduling and conducting of an initial meeting held in conjunction with the Annual Meeting. During this meeting, plans for the coming year and reporting and communication procedures are outlined. The Chair reviews figures reported for the NAWIC Recruiter, based on information received from the NAWIC Office, as to the number of members recruited by each chapter member. Conference calls should be used to communicate with Region chairs throughout the year.

The Co-Chair's responsibility is to assist the Chair as required and to learn all functions of the Membership Committee.

Written Reports Required of NAWIC Membership Chair:

Articles for The Connection at the request of the Connection Editor

1. Annual Planning Conferences, at request of NAWIC Directors
2. Annual Region Forums, at request of NAWIC Directors
3. Annual Meeting Report Book, at request of NAWIC President

At the request of the NAWIC President, the Chair will plan and present a Membership Workshop during the Annual Meeting. Handout material to be distributed during the workshop may be sent to the NAWIC Office for reproduction and shipping to Annual Meeting locale.

### **Region Membership Chair:**

Region Committee Chairs should communicate with Chapters in their Region on a regular basis, preferably monthly, and at such other times deemed necessary. Copy your communications for Chapter Membership Chairs to Chapter Presidents and National Membership Chair.

A quarterly report from the NAWIC Office shall be sent to the Region Membership Chair for her comparison.

The Region Membership Chair will review membership figures furnished by the NAWIC Office and work with the Chapter Membership Chair to contact Chapters that:

1. Have no renewals
2. Exhibit an extremely low renewal percentage
3. Demonstrate little activity in recruiting new members

The Region Membership Chair will prepare reports as requested by her region's NAWIC Director for distribution and/or presentation to Region Conference(s) and Annual Region Forum.

The Region Committee Chair shall assist Chapter chairs in the training and motivation of membership promotion throughout the Region.

### **Chapter Membership Chair:**

Begin working with the Professional Education Committee Chair as soon as possible to insure high quality programs for the new year. These programs should:

1. Inform, educate and stimulate members personally and professionally
2. Respond to the needs and concerns of the industry
3. Promote Association programs and assist with other industry programs

Social activities or programs should be scheduled before a meeting, on another evening, or on a Saturday. These are an important part of the interaction needed by many members and should not be forgotten.

Once you have recruited quality members, your responsibility does not stop there. You have an obligation to develop and retain them by:

1. Information and education on the ideals, purposes and goals of the Association
2. Provide them with information about the educational programs available through the NAWIC Education Foundation (NEF)
3. Initiate them in a proper ceremony and continue to recognize them and their employers
4. Involve them as soon as possible in the programs and activities of the Chapter and encourage attendance at the meetings on the Region and national levels

When your term as Membership Chair comes to an end, prepare your files to pass to your successor. You might create a “standard” page that outlines how you, as chair, conducted various aspects of your committee duties. Evaluate honestly those promotions that worked and those that didn’t. This will give your new chair an idea of how to continue with this very important committee. Having your files in good order for your successor will make for a smooth transition into the new year... a definite asset to your Chapter and its membership promotion activities.

Chapter Membership Chairs should communicate with their Region Membership Chair on a regular basis, and/or as requested by the Region Chair.

**MEMBERSHIP COMMITTEE CALENDAR  
NATIONAL CHAIRMAN**

*All committee members have been chosen to fulfill these responsibilities based upon their commitment and strength in leadership. It is the responsibility of the National Chair, Directors, Region Chairs and Chapter Chairs to communicate any expectations, ideas and concerns with each other on a timely basis. Open lines of communication will ensure this committees success. The Membership Committee is vital to continue NAWIC as a premier association. Therefore, the following calendar is suggested to offer guidance, direction and to emphasize the importance of communication.*

<b>Task</b>	<b>Due Date</b>	<b>Date Completed</b>
National Chair to contact Region Chairs. Provide copy of Membership Committee Guidelines and Calendar. Discuss expectations of committee and Region Chair	September 30	
Prepare an outline of expectations for Regions and Chapters to be presented at Annual Planning	September 30*	
Provide new membership inquiries to Director, Region Chair and Chapter Membership Chair	Monthly	
Contact Region Chairs to keep lines of communication open. Discuss new membership programs being offered. Provide updated report of membership activity.	Quarterly	
Prepare progress report for Mid-Year Board of Directors Meeting	January 30*	
Prepare report for Annual Forum with copies to Director and Region Chairs	March 1*	
Prepare report for Annual Board of Directors Meeting	July 15*	
Assist new National Membership Chair for transition. Help prepare for Membership seminar to be held during Annual Conference	September 1*	

*\*Dates subject to change in accordance with scheduling of Annual Planning, Annual Forum and Board of Director Meetings*

**MEMBERSHIP COMMITTEE CALENDAR  
REGION CHAIR**

*All committee members have been chosen to fulfill these responsibilities based upon their commitment and strength in leadership. It is the responsibility of the National Chair, Directors, Region Chairs and Chapter Chairs to communicate any expectations, ideas and concerns with each other on a timely basis. Open lines of communication will ensure this committees success. The Membership Committee is vital to continue NAWIC as a premier association. Therefore, the following calendar is suggested to offer guidance, direction and to emphasize the importance of communication.*

<b>Task</b>	<b>Due Date</b>	<b>Date Completed</b>
Region Chair contact Chapter Chairs. Provide copy of Membership Committee Guidelines and Calendar. Discuss expectations of committee and Chapter responsibilities.	October 15	
With outline from National Chairman, present expectations of Chapters at Annual Planning	Annual Planning*	
Prepare progress report for National Chair	January 15	
Contact Chapter Chair to keep open lines of discussion. Inquire about ideas, concerns and updated membership opportunities. Verify quarterly report from NAWIC Office.**	Quarterly	
Order Region awards from the NAWIC Office in plenty of time before Forum to receive them.	February 15*	
Prepare report for Annual Forum utilizing information from National Chair	March 1*	
Prepare final report for National Chair outlining progress	July 1*	
Assist new Region Chair for transition. Help prepare for Annual Planning	September 1	

*\*Dates subject to change in accordance with scheduling of Annual Planning, Annual Forum and Board of Director Meetings*

*\*\*Region Representative should verify that Chapter Membership Chair is receiving updates from National Membership Chair*

## **MEMBERSHIP**

- **ACTIVE MEMBER:** Shall be open to women who are actively employed in the construction industry a minimum of an average of twenty (20) hours per week per month. Employment is defined as receiving compensation for service in an approved employment category and in which the majority of her job responsibility, in that approved employment category, is construction related. Each eligible Active Chapter Member shall be entitled to vote and to hold office and shall be a member of National and an affiliated Chapter. *(02/09)*
  
- **CORPORATE MEMBER:** This is a transferable membership. This membership is open to companies that wish to designate a woman employee, who would otherwise meet the criteria for Active Membership, to represent the company. The company holding the membership may change its designated representative at any time. The company must buy one corporate Chapter membership for each representative. Each eligible Corporate Member shall be entitled to vote, to hold office and shall be a member of National and an affiliated Chapter. *(02/09)*
  
- **MEMBER AT LARGE:** Shall be open to women meeting all the criteria for Active Member but not belonging to an affiliated Chapter of the Association. Member at Large shall be entitled to participate in all of the activities of the region in which they reside. Member at Large shall be entitled to vote at the Annual Conference of the Association and vote on all matters at the Region level in the Region which they reside. Member at Large cannot hold office or serve on the NAWIC Board of Directors. A Member at Large shall be eligible to serve on Region and National appointed committees. *(03/19)*
  
- **STUDENT MEMBER:** Shall be open to women students enrolled at institutions of higher education, vocation training programs and apprenticeship programs. Student Membership is non-transferable, and Student Members shall have no vote nor hold office. They shall be a member of National and an Affiliated Chapter. A Student Member shall be eligible to serve on Chapter, Region and National appointed committees. *(02/11)*
  
- **STUDENT MEMBER AT LARGE:** Shall be open to women students meeting all the criteria for Student Member but not belonging to an affiliated Chapter of the Association. Student at Large shall be entitled to participate in all of the activities of the region in which they reside. They shall have no vote nor hold office. A Student Member at Large shall be eligible to serve on Region and National appointed committees. *(02/09)*
  
- **ASSOCIATE MEMBER:** Shall be open to women who do not qualify for active membership. Associate members shall have no vote and are not eligible to hold office (National Board/Chapter Board position). Associate Members shall be a member of National and an affiliated Chapter. An Associate Member shall be eligible to serve on Chapter, Region and National appointed committees. *(02/10)*
  
- **RETIRED MEMBER:** Shall be open to women who are retired from the construction industry. Retired members do not qualify for Active Membership, do not have to be members of a chapter and will be a member of National. Retired members shall have no vote and are not eligible to hold office but shall be eligible to serve on Chapter, Region and National appointed committees. *(03/19)*
  
- **INTERNATIONAL MEMBER:** Shall be open to women who are actively employed in the construction industry in countries outside of the United States. International Members shall neither vote nor hold office.
  
- **HONORARY CHAPTER MEMBER:** May be conferred by a three-fourth (3/4) vote of those members present and voting upon a person who has rendered outstanding service to the Chapter but is ineligible for Active Member. An Honorary Member shall have no vote and shall be ineligible to hold any elective or appointive office. An Honorary Member shall be exempt from payment of dues but is entitled to visit the Chapter at any time.

## **GENERAL ELIGIBILITY INFORMATION**

Should there be questions not answered in the committee guidelines, contact the NAWIC Office for a ruling. To facilitate an informed ruling, put all information in writing and explain fully.

Never should an applicant's (or member's) employer be contacted regarding the membership classification without the express consent of the applicant (or member). Any question of eligibility should be directed to the applicant (or member) and her word is to be accepted.

The membership application is to be completed in its entirety prior to submittal to the NAWIC Office.

When a new Chapter is organized, and prior to its chartering, all membership applications are to be submitted for approval to the NAWIC Office.

## **MEMBERSHIP ELIGIBILITY GUIDELINES**

These guidelines are listed in the NAWIC Operations Manual , Section F

## **PROCEDURES FOR APPROVAL OF NEW MEMBER APPLICATIONS**

The NAWIC Office is responsible for the approval of all new member applications. Any questions should be referred to the NAWIC Office.

## **NAWIC RECRUITER GUIDELINES**

The guidelines for the NAWIC Recruiter are listed in the NAWIC Operations Manual, Section F