



AFCEA International Membership Committee Charter

Purpose and Value Proposition

The AFCEA Membership Committee is a standing Committee of AFCEA International, chartered by and responsible to the President and CEO of AFCEA International. The purpose of the Committee is to promote the growth of AFCEA membership by enhancing the value proposition for AFCEA membership across both individual and corporate domains.

The AFCEA Membership Committee is comprised of volunteers from government, academia, and industry. The Committee work is usually accomplished between October of one year and September of the following year. The Committee meets regularly, typically every other month or as scheduled by the Committee Co-Chairs. Committee initiatives are explored in ad hoc sub-committee format and reported to the full Committee at each meeting.

The Committee recommends AFCEA International policies and programs to maintain the relevance of AFCEA to its membership and further the growth of the Association. The Committee seeks to identify initiatives that have an appeal and application for an international audience by bringing together various value propositions from around the organization and creating a cohesive message to take forward.

The Committee Co-Chairs formally report – through the Vice President of Membership – to the AFCEA International Board of Directors on the Committee’s activities at regular Board of Directors’ meetings and optionally at any other time that the President and CEO or Board so desires.

The principal staff point-of-contact is the Senior Director, Membership and Manager of Awards and Chapter Services. Other AFCEA staff members may participate in the Committee activities as deemed applicable. Election/voting procedures and quorum requirements: Two-thirds constitutes a quorum for the committee, with a majority vote of those present required to pass any motion.

Committee Objectives

The Committee provides an active focus within AFCEA for encouraging the exchange of ideas and coordinating AFCEA's membership related activities.



Specific Committee objectives:

1. To strategize and enhance AFCEA value proposition relevant to recruitment and retention of individual and corporate members.
2. Advise AFCEA International on relevant and timely benefits. Success of these initiatives is measured by AFCEA's membership statistics.
3. Semi-annually, the Committee Co-Chairs will provide an overview of the initiatives the committee is exploring and any relevant activities that are a direct result of sub-committee initiatives undertaken within the areas of interest over the previous six months/year.

Member Responsibilities

As an effective committee member, it is important that members actively participate in Committee Activities. This includes keeping contact information updated, actively participating in meetings, volunteering to produce, review, or edit documents and products, and provide insight to discussions. On occasion, members may be asked to perform other duties as needed by the committee.

Sub-Committees

- Subcommittees will be created and removed as needed to address important issues for AFCEA International by the Steering Committee.
- Subcommittees are reviewed annually in September for relevance and re-established as necessary.
- Each subcommittee will be assigned co-chairs from among the elected committee members to provide continuity and oversight.
- Subcommittee co-chairs will direct the initiatives and focus areas for their assigned subcommittee.
- Established subcommittees shall meet monthly to act and further their focus areas.
- All committee members must actively participate in at least one subcommittee.
- Committee members must respond to all data calls and directives from the co-chairs.



Conditions of Membership (Expectations of Members)

Committee Leadership: Co-Chair (s) – Two Seats

The President/CEO of AFCEA shall appoint committee co-chairs from among the members, considering recommendations by the remaining co-chair and international leadership.

- Co-chairs will serve a two-year term.
- Co-chairs will direct committee activities, lead meetings, and represent the committee within and outside AFCEA.
- Co-chair terms will be staggered so both do not step down simultaneously.
- New co-chair terms start in October each year.
- Co-chairs will collaborate with AFCEA staff and members to identify subcommittees, leaders, metrics, and goals.

Staff Representative:

- The President/CEO shall assign a permanent staff member (Senior Director of Membership and Manager of Awards and Chapter Services) to attend meetings.
- The staff representative is a full committee member but does not count against the membership total.
- They represent AFCEA and arrange support for committee activities.

Steering Committee:

- Consists of the co-chairs and AFCEA staff representative.
- Responsible for day-to-day management and policy implementation.
- Follows procedures proposed by co-chairs, endorsed by the full committee, and approved by AFCEA's VP of Membership.
- Procedures reviewed yearly after new co-chair confirmation.

Committee Membership

Membership Criteria & Appointment Process

- Each year, AFCEA International will solicit nominations to replace members who have served on the committee for two consecutive years.
- Member candidates must maintain **active** AFCEA membership during the term. The Steering Committee reserves the right to remove inactive members from the Membership Committee roster.
- Applications for membership on the Committee shall be solicited and received during the summer through AFCEA's Association Management System.



- Annually, before the end of September, the Committee Co-Chairs will review all new applicants for consideration.
- The Co-Chairs will consolidate the approved new members list to fill available slots, emphasizing the target committee makeup.
- In addition to the Co-Chairs and staff members, there will be an ideal composition of 20 and a maximum of 30 elected committee members.
- Members are elected to the Committee through completion of the AFCEA's Association Management System application, Co-Chair approval, and appointed by the President/CEO of AFCEA.
- After their term is complete, past Co-Chairs are encouraged to participate as emeritus members. Acknowledgement will be required through AFCEA's Association Management System portal in August of each year.
- Emeritus members are encouraged to serve as advisors to the Membership Committee but will complete majority voting.

Government Membership Conditions

- Government members will comply with all applicable government participation policies and regulations.
- DOD Members serving on an AFCEA Governing Committee do so as liaisons under the provisions of The Joint Ethics Regulation, DOD 5500.7(series).

Ideal Membership Composition

- One government civilian representative
- One academia representative
- One Emerging Leader Council representative
- One Women in AFCEA representative
- One small business committee representative
- One non-US based Chapter representative
- One Corporate Membership representative (C-Level preferred)
- One RVP representative
- Two diversity representatives
- Two military advisors (one officer and one enlisted preferred)

Member Term Limits

Members serve for two years and may serve additional years if approved by the Steering Committee. No more than one-half (1/2) of the committee will transition yearly. Members may apply for an additional two-year term (reaching the maximum of four years). A member



may choose to take a hiatus in between service terms, with the understanding the total lifetime of service on the Committee is four years. Exceptions to this rule may be approved by the President/CEO of AFCEA.

Appointment of Members

If there are open slots available, an individual may be appointed by the President/CEO of AFCEA at any time for the remainder of that Committee year. This member may seek election for a full term during the next election cycle.

Meeting Attendance

The Committee shall meet regularly, generally bi-monthly, September through July, or at the call of Co-Chairs. Issues requiring a vote of the Committee shall be decided by majority vote. One-third of the membership will constitute a quorum.

Members are expected to attend all committee and sub-committee meetings. The number of meetings attended will be reviewed semi-annually by the Co-Chairs, and low attendance may result in being removed from the Committee at their discretion. Membership on the Committee is not transferable. If a member is unable to attend a meeting, a substitute is permitted with approval from the Senior Director of Member and Chapter Services and Co-Chairs.

Attendance Requirements

Regular attendance at bi-monthly Committee meetings is expected. Attendance is taken at each meeting and recorded in the monthly minutes. The Co-Chair's will contact any member who has missed three consecutive meetings to ascertain a commitment to continue to serve on the Committee. At the discretion of the Co-Chairs and International Representatives, a member missing a total of five meetings in any one year (October-September) can be removed from the Committee roster, with the resulting vacancy to be filled during the next regular election of members, or at the discretion of the President/CEO of AFCEA during a Committee year.

Charter Review and Approval

On an as-needed basis, this Committee Charter will be reviewed and updated based on a process that involves the review, comment, and majority vote of the Committee. The Steering Committee and President/CEO of AFCEA will be the final approval authority for Charter revisions.

Sunset

The Membership Committee serves at the pleasure of the Board of Directors and may be dissolved when deemed appropriate.