Membership Committee

# The Membership Committee shall:

1. Develop and implement an ongoing membership program which will be directed at all levels of NIH employees.
2. Utilize an up-to-date membership roster to notify members of membership upcoming membership expiration thirty (30) days prior to the member’s anniversary date.
3. Provide a membership package to all new members which shall include but not be limited to a copy of the BIG NIH Chapter’s Bylaws, a list of Officers, and a list of all committees and committee members. (Copies of the National and Regional Council Bylaws will be made available upon request).
4. Develop and implement programs for membership drives, assist the Financial Secretary with receiving and screening applications, and any other functions deemed necessary by the BIG NIH Chapter or Executive Committee.
5. Assign a mentor (preferably a BIG NIH Chapter member located in the same building) to each new member to help guide them through the operations of the BIG NIH Chapter, for example, meeting attendance, committee participation, etc.
6. Assign a BIG NIH Chapter liaison for each Institute to pursue new employees as prospective members of the BIG NIH Chapter. The liaison will provide the new employee with information about BIG and invite new employees to General Meetings and other functions.