

Northeast Region Construction Specifications Institute

Membership Committee

Adopted: August 27, 2005

Updated: None

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Membership Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

From Part 4 of the RAR (Region Policy)

MEMBERSHIP COMMITTEE

1. Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Membership Committee Chairs of each chapter.
2. Purpose and responsibilities:
 - (a). Develop programs and promote interest and understanding of the Institute Membership Program.
 - (b). Maintain contact with chapter Membership Chairman. Advise chapters of membership awareness programs available from the Institute.
 - (c). Make recommendation for the Membership Award in accordance with the Region Awards Guide.
 - (d). Other duties as defined by the Board

From Part 7 of the RAR (Region Committee Guidelines)

MEMBERSHIP COMMITTEE

A. INTRODUCTION

1. The purpose of the Membership Program:
 - a). Membership is the backbone and driving force from which the Institute derives its strength. It is the key to the success of all Institute activities. Successful Membership efforts provide the Institute with the human and financial resources necessary to achieve its goals.
 - b). Finding a Market Niche
 1. The definition of “niche” is the set of functional relationships of an organism or population to the environment it occupies.
 2. CSI is unique. Its membership includes all of the disciplines in the construction industry – architects, engineers, specifiers, contract administrators, manufacturers, representatives, building owners, facility managers, contractors, subcontractors, suppliers, construction lawyers – the whole panorama of the building team and students. These disciplines constitute CSI’s membership market.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Membership Committee Guide is to assist the Region Membership Committee in implementing the Region's Membership Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Membership Program by the Region Board within the budget provided by the Region.
 - b). Developing, promoting and implementing a specific Region Membership Program.
 - c). Reviewing member surveys and other market data and make appropriate recommendations to the Region Board for approval.
 - d). Helping members and Chapters implement the Institute's Membership Program.
 - e). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Membership Program activities.

C. SPECIFIC REGION MEMBERSHIP COMMITTEE ACTIVITIES

1. Developing, promoting and implementing a specific Region Membership Program.
2. Collect and analyze membership data on an ongoing basis to look for trends and trouble area, reporting findings to the Region Board.
3. Reviewing member surveys and other market data and make appropriate recommendations to the Region Board for approval.
4. Promote the value of Institute and Chapter membership.
5. Develop programs to assist in converting "non-affiliated members" to "Chapter Members"
6. Serving as a "Clearing-house" for ideas and activities that may increase the Region's Membership Program activities.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Serve as Northeast Region liaison with Institute Membership Committee.
3. Serve on the Institute Membership Committee (Appointment to the Institute Committee is by "incoming Institute Executive Committee")
4. Serve as the Communications path between the Institute Membership Committee and the Chapter Membership Committee for 3-way communications.
5. Communicate with Region Membership Committee Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Membership Committee Chair.
6. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. A copy of this report should be sent to Chapter Membership Committee Chairs.
7. Submit a "Year-end Report" to Region President and Vice President summarizing Region Membership Committee activities for the year. A copy of this report should be sent to the Chapter Membership Committee Chairs and to the Institute Membership Committee.

8. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Membership Committee.
2. Report Chapter Membership activities to Region Committee Chair.
3. Communicate with other Chapter Membership Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in "Specific Committee Activities" shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Membership Programs
2. Northeast Region Administrative References
 - a). Part 4, Section 12