

**SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS**

**POLICY & PROCEDURES**

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**POLICY TITLE:**    **Composition, Duties and Responsibilities of the SCAHU  
Membership and Retention Committee**

**POLICY NUMBER:**       **07-03**

**DATE SUBMITTED:**       **May 1, 2008**

**DATE APPROVED:**

**APPROVED BY:**         **SCAHU BOD**

**SUNSET:**               **July 1, 2010**

**PURPOSE:**   **To define the composition, duties and responsibilities of the SCAHU  
Membership and Retention Committee.**

**POLICY:**    **Membership and Retention Committee shall work to grow and retain  
SCAHU membership among insurance professionals.**

**PROCEDURE(S):**

**1. Composition:** The Membership and Retention Committee shall be comprised of the following:

**A)** Membership Chair - a presidential appointee.

**B)** Retention Chair - a presidential appointee or the Immediate Past President.

**C)** At-Large Members – Committee Chairs can appoint up to three at-large positions to assist in committee business. Appointees can be association members in good standing and do not require SCAHU Board confirmation.

**D)** All of the listed committee members shall have voting rights in relation to committee business.

**E)** Quorum will be established if a majority of the membership committee is present either in person, email or by phone.

**2. Duties:**

**A)** The Membership and Retention Committee shall promote membership in NAHU and SCAHU.

**B)** The Membership and Retention Committee shall prepare membership reports.

- C) The Membership and Retention Committee shall meet a minimum of once a month. These meetings can be the monthly Board meetings. The Membership Committee Chairs shall provide to the committee members the scheduled meeting dates, times and locations.
- D) The Membership and Retention Committee shall assist when needed to coordinate and promote a membership drive through other AHU local chapters.
- E) The Membership and Retention Committee shall also act to preserve active members through retention efforts.

**3. Responsibilities:**

- A) The Membership and Retention Committee is responsible for submitting all required membership information to NAHU.
- B) The Membership and Retention Committee shall develop member recruitment and member retention programs and other membership activities as determined by the SCAHU Board of Directors.