



International Society of Arboriculture

Membership Committee Structure

Purpose Statement: To develop programs to assess and meet member needs, provide feedback on membership activities, identify growth markets and develop strategies to support growth, and administer policies relating to Chapters, Professional Affiliates, and other third party organizations.

Structure

The Membership Committee (the Committee) is a body reporting to the International Society of Arboriculture ISA Executive Director. The Committee shall consist of a maximum of 12 voting members.

Criteria

- Each will have experience in a segment of the arboricultural industry in order to provide diversity of thought and experience. Voting seats on the committee will include Utility, Municipal, Commercial/Residential, Education, ISA Partner, Student, Canada, Central America, South America, Europe, Asia-Pacific, and the Chair. The immediate past chair for the Committee will serve as a non-voting member. The Chair votes in the event of a tie vote.



Selection

- Nominations for open seats are reviewed as needed by the Chair of the Committee and the ISA Staff Liaison. Nominations are open to any current ISA member.
- Nominations for all seats, except the chair, are approved by the Membership Committee.
- A Nomination for the chair will come from the committee. The recommendations will go to the ISA Executive Director for final selection.

Terms of Office

- Appointments for committee members shall be for a term of three (3) years with the exception of the Chair and Past-Chair seats.
- Consecutive terms shall be limited to two (2) full terms with the exception the Past-Chair seats.
- Committee members that leave due to term limits cannot be appointed to another seat on the committee without at least one (1) year off the committee.

Duties and Responsibilities

Committee

- Recommend membership dues.
- Provide suggestions and feedback on performance metrics for membership services.
- Identify and recommend areas for future growth.
- Support and align activities with ISA's strategic planning document.



Committee Members

- Members of the Committee shall participate in Committee meetings, conference calls, and other committee communications in a timely manner.
- Review and, if necessary, ask for information on every important matter requiring Committee action; read all materials distributed to the Committee.
- Keep informed of work delegated to the Committee and serve usefully when assigned to the Committee.
- Publicly support positions adopted by the appropriate two-thirds percentage of the Committee, even though his/her personal view of the issues may differ.
- Protect absolutely the confidentiality of the information received.
- Abstain from voting on actions where personal advantage is involved. The member should ensure his/her abstention is recorded in the official minutes of the meeting at which such matters are discussed.
- Actively participate in meetings and requests for review or feedback. Must comply with attendance requirements under "Terms of Office."
- Perform assigned tasks related to the review and rating of award nominations and maintenance of award category descriptions in a timely manner.
- Publicly support positions and projects adopted by the committee.
- Serve as advocates for award programs by encouraging and soliciting nominations.

Meetings

The Committee meeting will normally be held in conjunction with the ISA Annual Conference and any additional meetings will be via teleconference or if a quorum of the Membership Committee is in attendance at any location as determined by the Committee.

ISA Staff Administrative Responsibilities

- ISA staff liaison will create agendas and schedule meetings.
- ISA staff liaison will take and distribute notes to committee members in a timely fashion.