**NAMI Grand Rapids Area**

**Member Services Committee**

**General Description**

The Member Services Committee shall be a standing committee of NAMI Grand Rapids Area. The Member Services Committee primary focus shall be to encourage membership and stability of the organization.

**Composition**

The chairperson (or co-chairs) shall be a NAMI board member and appointed annually by the board president.

The committee shall have a minimum of three persons recruited by the committee for a one -year renewable term.

**Meetings**

The committee shall meet as often as necessary to conduct responsibilities, but not less than quarterly, throughout the year.

**Responsibilities**

* Recruit new members and help them get involved with affiliate activities
* Encourage current members to renew their memberships
* Welcome visitors at each education meeting/affiliate event and be responsible for providing refreshments
* Make packets for new members, support group members, and board members
* Report membership numbers at board meetings
* Organize a nominating committee to develop a slate of officers and board members each year

Approved 1/19/2016