



MEMBERSHIP COMMITTEE CHARTER

Purpose

The Membership Committee (the "Committee") is responsible for recruiting a diverse group of new members who are women leaders in the region's leading businesses in the private and public sectors, consistent with each year's Board directed targets for The Forum's growth.

Composition

The Committee is open to members of The Forum who are in good standing who are available to support The Forum in carrying out the Board's strategic vision and dedicate their time to creating and implementing initiatives that will advance the purpose of the Committee and the mission of The Forum of Executive Women ("FOEW"). However, it is recommended that members be well informed of The Forum's membership criteria and mission as well as the Board's approved overarching organizational and specific membership goals and strategies because members of this Committee are often the first line of communication with future potential Forum members. It is also suggested that members interested in potentially joining the Membership Committee consider first spending a year or two being active in other Forum committees and attending multiple Forum programs and events because Membership Committee members should feel well-versed and able to portray the benefits of Forum membership to others.

The Committee's size is not pre-determined and should, instead, be dependent upon the scope of the committee's work as well as the membership target number set for the year. Recognizing that members who serve as volunteers have limited time availability, the Committee may want to establish a larger group of members with specific sub-groups being assigned to smaller, more focused initiatives overseen by the Committee's leadership.

A Committee member may be removed by Board of Directors at any time in its discretion, if that member is not determined to be in "good standing." The chairperson will be nominated in accordance with the procedures set forth in Charter of the FOEW's Nominating Committee.

The Committee chair will designate (after conferring with/gaining concurrence from The Forum's Executive Director and/or Executive Committee) at least one and/or up to four vice-chairs from the Committee's active membership to oversee specific initiatives and/or assist the chair in specific duties. The Nominating Committee of The Forum may consider one of the vice chairs for a vacant chair position at the Nominating Committee's discretion and in accordance with its charter.

The Committee may form and delegate authority to subcommittees of this Committee when appropriate.

Structure and Meetings

The chairperson shall, after consultation with the other members of the Committee, (i) determine the dates, times and places for meetings of the Committee, and (ii) set the agenda for each meeting. The Committee shall hold at least 4 meetings per year (either in person or via teleconference), and such additional meetings as the chairperson determines are warranted under the circumstances in order for the Committee to fulfill its mandate. The chairperson of the Committee shall preside at each meeting of the Committee, except that in the absence of the chairperson at any particular meeting, then the Committee member designated by the chairperson shall preside at such meeting. A majority of the total number of Committee members then in office shall constitute a quorum for the transaction of committee business and all matters to be decided by the Committee shall be decided by the affirmative vote of a majority of the members present in person at a duly called meeting of the Committee.

Duties and Responsibilities

The Committee shall have the following power, authority and responsibilities:

1. Develop and implement a strategic approach to the Committee's stated goal of recruiting new members which should include the proactive outreach and the identification of membership candidates from among other areas, the target groups identified as priorities by the Board,

and target companies and industries on the FOEW's prospect list.

2. Actively recruit and obtain new members within the guidelines established by the Board from time to time.
3. Collaborate with the Engagement Committee and other FOEW committees to ensure that recruited members become involved, and improve levels of member retention and participation in FOEW programs, events and initiatives and to further the Committee's strategic goals, strategies and plans, and the mission of the FOEW.
4. Make reports to the board on an as-needed basis and solicit the help from the board in the recruitment of new members. Review and reassess annually the adequacy of this Charter and recommend to the Board for approval any proposed changes to this Charter.
5. Perform such other duties and responsibilities as may be assigned to the Committee from time to time by the Board of Directors.

Operating Policies

1. The Committee will keep the minutes of all Committee meetings (designating in its discretion such individuals to record the minutes) and approve them by subsequent action. The Committee will circulate the names of newly admitted members to the full board when approved by the Committee.
2. The Committee will determine its rules of procedure in accordance with the FOEW's Bylaws.
3. The chairperson of the Committee will report to the Board on an as-needed basis regarding the significant actions taken by and the activities and findings of the Committees well as any recommendations for action by the Board when appropriate.

Adopted by the Board of Directors this 19th day of May,2015.