ASAE Membership Development Committee Fact Sheet

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**What is the Membership Development Committee (MDC)?**
The Membership Development Committee (MDC) is a mix of association professionals and industry partners who volunteer to personally engage current and potential members of ASAE. They serve as a resource and sounding board to ASAE’s membership staff on the development of strategy and campaigns. Through this engagement, the MDC creates a sense of community—face-to-face and virtually—that enhances the membership experience and strengthens the organization.

**What are my responsibilities as a Membership Development Committee member?**
Smile! Meet! Engage! Learn! Grow! Membership Development Committee members are expected to attend all MDC meetings and join a subcommittee group. The team is also challenged to develop other means of fostering a sense of community among ASAE. As well as, help increase membership at ASAE.

**How is it organized?**
The MDC is led by a chair and vice chair, who serve one-year terms, with the vice chair assuming the role of chair for the following fiscal year. All team members are asked to serve for at least one year with opportunity to continue on if they so choose, up to three years of service as a committee member (unless serving as an officer).

**How often does the Membership Development Committee meet?**
Two in-person meetings and three or four conference calls. The first in-person meeting is Saturday, August 3rd at ASAE’s 2013 Annual Meeting in Atlanta, GA. We will meet from 1:00pm to 4:00pm. All volunteers are invited to a volunteer recognition reception from 4:00pm to 5:00pm. The timing for the second meeting will be decided at our first face to face meeting.

**Who pays my expenses?**
Committee members (or their organizations) pay their own travel and registration and related expenses to attend meetings. Committee members can take advantage of ASAE’s convention rates for hotel and airfare. ASAE does not reimburse Board, Committee or Council members for registration and travel expenses.

**How long is my term?**
Each committee member is appointed for a one-year term and may be re-appointed for a total of three years of service. Committee terms begin with the Annual Meeting and end at the next year’s Annual Meeting.
Volunteer group member position description and responsibilities

Position Description:
Volunteers are appointed by the leadership of ASAE, but report to the volunteer group chair regarding day-to-day volunteering activities. Volunteers must actively participate in the work of the group, provide thoughtful input to deliberations, focus on the best interests of ASAE and the membership rather than personal or constituent interests, and work toward the accomplishment of the goals as outlined by the volunteer group’s plan of work for the volunteer year as well as those described in ASAE’s strategic plan.

Responsibilities:
1. Attends all meetings (in person, conference call, and virtual), generally including ASAE’s Annual Meeting in August (see above fact sheet that will note whether first group meeting is at the Annual Meeting), and notifies the primary staff liaison whenever there is a scheduling conflict.
2. Reviews all relevant material prior to meetings. Prepares to make contributions and voice objective opinions concerning issues and activities.
3. Actively participates on a subcommittee(s) and/or task force(s).
4. Accepts and completes special assignments as requested.
5. Promotes volunteer involvement by maintaining an understanding of activities, discussions and programs.
6. Assists in formulating products and services that will further the goals and objectives of the group and ASAE.
7. Promotes ASAE and the group by supporting and participating in membership recruitment/retention, APAC and ASAE Foundation activities.
8. May identify meaningful topics and possible authors and presenters for the newsletter, education sessions, publications, etc. (topics to be approved and coordinated through the chair, staff liaison, or other designate).
9. Responds promptly to correspondence and information requests from the staff liaison and other group members.
10. Represents the group in other meetings of ASAE as requested.
11. Promotes clarity within the group on their role and how it supports and fits within ASAE.
12. Maintains current membership in ASAE during the volunteer term.
13. Immediately informs the staff liaison and chair of the group if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities.