

2026 MEMBERSHIP PLAN

Committee Meeting: Last Tuesday of the scheduled month.

Time: 12:00 pm Central Time

Dates: March 31, June 30, September 29, November 24

PURPOSE

The Membership Committee is responsible for overseeing the management of the membership of the Association and the membership services developed and implemented by the Association.

ROLES AND RESPONSIBILITIES

1. To review and recommend changes in the dues structure
2. To review and recommend changes in the membership structure
3. To maintain the Association's membership recruitment program
4. To determine the membership's satisfaction with the Association's services
5. To determine the types and frequency of services provided for the membership
6. To manage the implementation of membership services by the Management Consultant Service
7. To develop and oversee the awards process

GRANTEE MEMBERSHIP

STRATEGIES

WELCOME AND INTRODUCTION EMAIL TO NEW DIRECTORS..... ONGOING

NIHSDA Members: Welcome email with NIHSDA Board Directory, listserv info, membership certificate, web resource log in, NIHSDA Core documents: About NIHSDA, Membership Benefits

Non-Members: Welcome email with AIAN Directory, NIHSDA Board Directory, Membership flyer and invoice

Follow up calls to directors 2-3 months following letter

Develop tracking system for tracking new directors, date letter sent, follow up contact, etc

REVIEW RECRUITMENT MATERIALS..... FEBRUARY

Examine all recruitment materials. Update any changes in pricing or benefits.

SEND OUT INVOICESMARCH

Need funding info from OHS to determine what membership fee to charge.....(JANUARY)

Send out personalized invoices to all grantees.

Member – Letter (goals for the next year), invoice, NIHSDA core documents

Non-Members – Letter (goals for the next year), invoice, NIHSDA core documents

MEMBER CONFIRMATION EMAIL ONGOING

Email sent to new members with thank you letter, certificate, membership cards, website link and member login, website services

NEW MEMBER ORIENTATION (2ND WEDNESDAY)JULY, OCT, JAN, APRIL

Conduct quarterly webinar with new members to discuss benefits, issues, and provide guidance

MEMBER SATISFACTION SURVEY
Review and update the member survey APRIL
Conduct a member satisfaction survey JUNE/JULY

REMINDER INVOICES APRIL
Send out hardcopy reminder invoices. (First reminder)

REMINDER INVOICES MAY
Send out reminder invoices. (Second reminder)

ANNUAL MEMBERSHIP MEETING JUNE
Meetings at the conference by zone and the entire membership meeting.

PERSONAL CONTACTS JULY
Call individual grantees that have not joined to survey why.

LISTSERV CUTOFF NOTICE AUGUST
Send a cutoff notice to grantees that have not renewed.

REVIEW MEMBERSHIP DUES SEPTEMBER
Look at existing structure of membership dues and fees.

SEND MEMBER THANK YOU LETTER NOVEMBER
Hardcopy thank you from president

BENEFITS

REVIEW EXISTING BENEFITS/COMMUNICATION STRATEGIES SEPTEMBER
Include results of Membership Satisfaction Survey

PRESENT SUGGESTED IMPROVEMENTS TO FULL BOARD OCTOBER

MARKET MEMBERSHIP BENEFITS MONTHLY

MEMBERSHIP MATTERS WEBINARS

SCHEDULE DATES (3RD WED OF EACH MONTH) JANUARY

SET UP WEBINARS JANUARY
Send out reminders one week, one day, and one hour prior to call

SEND OUT INVITATIONS/MARKET TO MEMBERS MONTHLY
Send out reminders one week, one day, and one hour prior to call

NIHSDA UPDATE

WRITE THE UPDATE (Monday following the board meeting) MONTHLY

Update will include presidents message, advocacy update, training, OHS news, program spotlight, partner message/update, resources, mental health/leadership tips, associate member best practices article, vendor ads, etc

SEND TO ZONE REPS/POST TO WEB.....MONTHLY
Include zone group emails

ASSOCIATE MEMBERSHIP

STRATEGIES

ASSOCIATE MEMBER SUGGESTIONSOCTOBER
Ask board and grantee members to suggest someone to invite.

REVIEW RECRUITMENT MATERIALS NOVEMBER
Examine all recruitment materials. Update any changes in pricing or benefits.

SEND OUT INVITATIONS DECEMBER
Email invitation with flyer. Letter for consultants. History/Mission page

RESEND INVITATIONS FEBRUARY
Email invitation with flyer. Letter for consultants.

THANK YOU LETTER ONGOING
Send a thank you letter to Associate members after first joining and a list of items to send them (ex. AIAN Directory), website link and member login

MEMBER SATISFACTION SURVEY SEPTEMBER
Review member satisfaction survey using survey monkey

BENEFITS

REVIEW EXISTING BENEFITS AND COMMUNICATION STRATEGIES SEPTEMBER
Include survey.

CORPORATE MEMBERSHIP

STRATEGIES

CORPORATE MEMBER SUGGESTIONSOCTOBER
Survey the membership to get names of vendors they purchase from, add to our corporate recruitment list.

REVIEW RECRUITMENT MATERIALS NOVEMBER
Examine all recruitment materials. Update any changes in pricing or benefits.

SEND OUT INVITATIONS JANUARY
Email invitation with flyer. History/Mission page

RESEND INVITATIONS FEBRUARY
Email invitation with flyer. History/Mission page.

THANK YOU LETTER ONGOING
Send a thank you letter to Corporate members after first joining, website link, AIAN directory, schedule for ads

MEMBER SATISFACTION SURVEY SEPTEMBER
Review member satisfaction survey using survey monkey

BENEFITS

REVIEW EXISTING BENEFITS SEPTEMBER
Include survey.

AWARDS AND RECOGNITIONS

INDIAN CHILD ADVOCATE AWARD

SOLICIT NOMINATIONS FOR THE AWARD SEPTEMBER

DISCUSS NOMINEES AND MAKE SELECTION OCTOBER
During the annual board meeting.

ARRANGE TRAVEL AND SECURE GIFT APRIL

TONI DOBREC AND KATHRYN HELSEL AWARD OF EXCELLENCE

REVIEW AND UPDATE THE APPLICATION PROCESS JANUARY

SEND OUT APPLICATION FEBRUARY

APPLICATIONS DUE/SEND TO COMMITTEE FOR SCORING FEBRUARY

TALLY RESULTS/MAKE SELECTIONS MARCH

NOTIFY BOARD OF SELECTION APRIL

NOTIFY NOMINEES OF SELECTION MAY
At least 30 days prior to the conference.

AIAN HEAD START/EARLY HEAD START INNOVATION AWARD

REVIEW AND UPDATE THE APPLICATION PROCESS JANUARY

SEND OUT APPLICATION FEBRUARY

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