



## LHBA Membership Committee Charter

The Board of Directors of the Linden Hills Business Association has established the Membership Committee to provide assistance and oversight in the following areas of expertise.

### **Role and Responsibilities of Committee**

- Make contact with existing business's to maintain membership.
- Contact new business' to establish relationship and address questions.
- Act as liaison for goodwill and the continued growth of association through referrals etc.

### **Mission of Committee (Purpose, Primary Goals, Objectives)**

- Mission: Consistently work for a viable and effective membership base.
- Primary purpose: to maintain a sound membership base through varied contact.
- Objective: keeping an updated membership that is informed. Larger goal work be to have 75%.

### **Members of Committee**

- **Chair (LHBA Board Member):** Jeff Meyer, StateFarm, 612.920.2340, info@explorelinden hills.com
- **(currently recruiting)**

### **Projected Projects for 2014**

- **To be determined**
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### **Communication Plan for Committees to LHBA Board of Directors**

- Committee chairs are responsible for the handling of minutes and meeting agendas for their respective committee meetings. Documentation of committee decisions is to be available if needed or requested by the Board of Directors.
- Projects requiring funding and/or community outreach are to be presented to LHBA Board of Directors for quorum voting and approval.
- Agenda items for inclusion in the monthly board meeting from all committees are to be provided to LHBA President two days in advance of monthly Board of Director meetings.