

# CHARTER



## **Membership Committee**

of the

Northern El Paso County Coalition  
Of Community Associations, Inc.  
(NEPCO)

January 13, 2016

## **Charter for Membership Committee**

Charter for the Membership Committee of the Northern El Paso County Coalition of  
Community Associations, Inc. (NEPCO)

Policy Memorandum #2016-1

13 January 2016

Whereas the stated purposes of NEPCO are to,

1. Serve as an area-wide point of contact for interaction with various levels of government and others regarding matters which impact the quality of life within the constituent associations and of their members,
2. Encourage the beautification and planned development and maintenance of northern El Paso County, Colorado, by various governmental agencies as may affect the constituent associations,
3. Provide a forum for the free exchange of ideas among and educational opportunities for representatives of the constituent associations

And whereas the policies and procedures for such membership committee should be committed to writing and approved by the NEPCO Board of Directors,

Now then, it is hereby agreed that the charter for the NEPCO Membership Committee shall be as follows:

### **I. PURPOSE**

This charter establishes the NEPCO Membership Committee. The purpose of the NEPCO Membership Committee is to retain and grow membership in NEPCO and ensure NEPCO provides valued services to our members in concert with NEPCO stated purposes.

### **II. AUTHORITY**

The NEPCO Membership Committee is constituted under the authority of the Bylaws for NEPCO, Article VII, Sections 7.01 and 7.07, and Article X.

### **III. SCOPE**

The NEPCO Membership Committee shall work with the NEPCO Board of Directors to maintain and grow HOA membership and encourage active participation in NEPCO.

1. The Membership Committee will actively seek to increase participation in NEPCO by non-member HOA's within NEPCO boundaries.
2. In support of maintaining membership and fostering active participation in NEPCO, the Membership committee will request feedback from members on the value of services provided by NEPCO. Feedback will be collected throughout the year and presented to BOD and then to general membership. Feedback will be used by the BOD to improve NEPCO services.
3. In support of growing and maintain NEPCO membership, the committee will develop and maintain educational and promotional material describing NEPCO's purpose, services and impacts on constituent associations and their members

#### **IV. MEMBERSHIP**

The NEPCO Membership Committee shall have a Chair that reports to the NEPCO Board of Directors and specifically to the Vice President. The Chair will serve at the pleasure of the Board of Directors, and will be appointed or re-appointed biannually.

Membership on the Membership Committee shall consist of Chair, NEPCO Vice President and initially 2 additional NEPCO members, approved by the Committee Chair. Membership must be members of NEPCO associations.

#### **V. ROLES AND RESPONSIBILITIES**

The Chair of the NEPCO Membership Committee shall:

Manage the Membership Committee and manage membership committee activities to accomplish the purpose and scope as described in this charter,

Call meetings of the Membership Committee to review membership status, actions and procedures needed to grow and retain memberships,

Organize a program to expand NEPCO membership through contact and education on NEPCO value added services to member HOA's.

Build a program to retain current members through active solicitation of membership feedback on their perceptions on the value of NEPCO services and provide recommendations to the BOD's on improvements to NEPCO services.

As requested by the BOD, brief results and recommendations of the Membership Committee activities, at NEPCO meetings.

The members of the Membership Committee shall:

Participate actively in meetings called by the Chair,

Take an active role in supporting Membership Committee Chair in accomplishing the purposes and scope of the membership committee,

Faithfully complete actions assigned by the Membership Committee chair.

The NEPCO Secretary shall:

Forward correspondence on Membership matters to the Membership Committee Chair in a timely manner,

Maintain the official NEPCO file of requests and comments on Membership matters.

## **VI. PRINCIPLES**

The following are guiding principles for the NEPCO Membership Committee for carrying out its responsibilities:

The Membership Committee will actively solicit membership feedback and inputs,

The Membership Committee will welcome feedback and be responsive to all viewpoints and input on services and issues raised by members,

The Membership Committee will always be understanding and respectful when approaching and interacting with potential new members concerning their participation in NEPCO.

## **VII. PROCEDURES**

The operating procedures for the NEPCO Membership Committee will be developed separately by the members of the committee to be approved by the Board of Directors.

## **VIII. PRODUCTS**

The primary products of the Membership Committee shall be

1. Maintain roster of HOA members, Associate and Honorary members.
2. Yearly assessment of NEPCO performance and value of services provided by NEPCO to all NEPCO members and community.
3. Yearly plan to expand and maintain NEPCO membership and improve on the value delivered to all NEPCO members.

**IX. REVISION**

Amendments to this charter will be made upon majority vote of the NEPCO Board of Directors.

**X. APPROVAL**

This charter, as NEPCO Policy Memorandum #2016-1, is hereby approved on January 13, 2016, by a majority vote of the NEPCO Board of Directors.

FILE: //signed//

Date: 13 January 2016

Robert L. Swedenburg  
Secretary, NEPCO

FILE: //signed//

Date: 13 January 2016

Larry Oliver  
President, NEPCO