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***Annual/Mid-Year Report Template***

Please prepare your report and submit electronically to [dpenn@ncda.org](mailto:dpenn@ncda.org) by **March 15, 2023**, with a copy to your Board Liaison. These reports will be posted on the NCDA Website.

**MEMBERSHIP COMMITTEE**

**MARCH 14, 2023**

Committee Co-Chairs:

* Dr. Mary Edwin ([edwinmo@umsl.edu](mailto:edwinmo@umsl.edu))
* Dr. Heather Robertson ([robertsh@stjohns.edu](mailto:robertsh@stjohns.edu))

List Committee Members (no contact information required)

* Amanda G. Schagane ([amanda.goldsmith@uky.edu](mailto:amanda.goldsmith@uky.edu))
* Emily Gomez ([egomez@hireheroesusa.org](mailto:egomez@hireheroesusa.org))

**Activities to Date**

* The committee met on the following dates during the 2022-2023 year: 10/31/2022, 11/16/2022, 03/06/2023; Leadership Meeting (chairs and liaison): 02/06/2023
* Reviewed charges of the newly formed committee; to increase and retain members; articulate value of NCDA to our existing members
* Reviewed data from leadership academy project by G. Nilsson, as well as NCDA membership reports.
* Revised NCDA Membership Committee Description; approved by board 02/2023.
* Created draft of a five-year plan; and set membership goals.
* Conceptualized conference membership drive.

**Projected Plan through fiscal year end (September 30th)**

Immediate plans between now and September 30th will focus on the membership drive launch at the national conference, including.

* Membership Drive Renewal Discount at Conference
* Membership Drive Table
* Membership Renewal Marketing and Promotion
* Membership Needs and Values Survey

The committee plans to meet at least two more times before the conference to finalize elements of the five-year plan for presentation to the board at the conference.