

*Case Management Society of New England  
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**Policy #: 29-03**

**Date: 7/15/17**

**Policy and Procedure: Membership Committee and Guidelines for Committee Participation**

The Case Management Society of New England is a recognized professional entity actively engaged in promoting the benefits of chapter membership amongst the Case Management community. The Membership Committee supports the membership-at-large by educating on the role and practice of Professional Case Management and by identifying and recruiting membership

**The Goals of the Membership Committee are:**

- Educating on the role and practice of Professional Case Management
- To continue to increase the membership of the chapter by identifying those areas where membership opportunities may benefit from enhancement.

**Composition of the Membership Committee:**

The President appoints, with approval and input from the Board of Directors, a Membership Committee consisting of the following:

- A Board Liaison
- A Chairperson recommended by the previous year's chair and designated by the CMSNE Board of Directors.
- Three (3) to five (5) additional members active with the Chapter

**Benefits of Committee membership:**

Committee members benefit from involvement by participating in educating on the practice of Case Management and growing Chapter membership

Active participation on this committee provides the member with the opportunity for inclusion in a raffle for a free registration to CMSNE's annual conference.

**Role of the Committee Chairperson:**

The Chairperson agrees to serve for a period of at least one (1) full year.

The Chairperson shall actively mentor at least one member of the Committee as a successor for the next term.

The Chairperson is the committee's primary point of contact with the Executive Director.

The Chairperson or designee submits reports and newsletter articles as required

**Role of the Committee Member:**

Committee members must be current and active members of the Chapter.

Each committee member must agree to be an active participant on the committee for a period of at least one (1) full year.

Committee members engage in activities to execute the plan and goals set forth by the President and Board of Directors.

**Communication:**

Primary communication vehicles include: email group, telephone contact and face-to-face meetings.

Committee members are placed on the Membership Committee email list. Each member is responsible for reviewing all incoming email messages and responding to them as requested or desired in order to participate in committee business.

When appropriate, the committee Chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair in advance.

Committee members must respond to meeting agenda notices by forwarding an e-mail directly to the Committee Chair/Co-chair if they are not attending. Committee members are allowed 3 excused absences before they will be asked to excuse themselves from the committee.

All committee related correspondence must be discussed & majority approved by the committee prior to being distributed electronically through CMSNE's database.

**Inability to comply with commitment:**

If a committee member, Chairperson or Co-chairperson is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of its members. The Chairperson informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.

Signed off: Jenny Quigley Stickney, RA, MSW, AHA, CCM, CPHQA  
Jenny Quigley Stickney, President 2015-2017

Date: 7/15/17