

# USSD COMMITTEE ON MEMBERSHIP

Approved by the Board of Directors on 7/22/15

## TERMS OF REFERENCE

1. Assist the Executive Director and Board of Directors (BOD) in addressing membership issues associated with execution of the 2014 – 2018 Strategic Plan, primarily under the Collaborate and Cultivate Imperatives of USSD's mission.
2. Evaluate and take actions to promote membership in USSD.
  - Review types of membership grades, benefits, and membership distribution by grade. Develop suggested changes, if any, that may improve membership and present them to the BOD.
  - Contact the Civil Engineering Departments of universities located within 100 miles of USSD Annual Meeting and Workshop sites, to promote attendance by faculty and students and encourage membership.
  - Evaluate the use of social media to send messages encouraging membership in USSD.
  - Coordinate with the Young Professionals Committee.
3. Assist the Executive Director with membership renewal.
  - Notify members whose dues have not been paid and provide encouragement of reinstatement to those who have not renewed their memberships.
  - Evaluate potential additional ways to retain members who have retired or no longer receive funding from their employer, and develop suggestions for Executive Director and Board of Directors' consideration.
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## **MEMBERSHIP**

William H. Hover, Chair

John A. Wilkes, Vice Chair

Keith A. Ferguson