

## **Robinson Street Association**

### **Membership/Nominating Committee Description**

#### Purpose:

The purpose of the Membership/Nominating Committee is to oversee membership and nominations to the Board of Directors and ensure the organization is in compliance with local, State and federal laws and regulations.

#### Responsibilities:

1. Develop and implement a system to solicit members.
2. Determine eligibility of potential members based on the by-laws.
3. Maintain the membership roster and contact list.
4. Receive and/or solicit and screen candidates to the Board of Directors
5. Ensure Board of Directors complies with Articles of Incorporation and By-laws.
6. Review and approve amendments to by-laws and/or Articles of Incorporation.
7. Ensure compliance with tax exempt status and State Corporation Commission guidelines.
8. Ensure organization holds appropriate insurance, such as Directors and Officers Liability insurance.

#### Time Commitment:

One-hour meetings will be held monthly or as frequently as needed to accomplish objectives. Committee members will be asked to undertake tasks in addition to attending Committee meetings. Members must agree to serve for at least one year.