



Carolina Alpaca Breeders and Owners (CABO) Membership Charter

The CABO Membership Committee, a standing committee empowered by and reporting to the Board of Directors (BOD), is established pursuant to Article VII of the Bylaws, consisting of members appointed by the President of CABO and approved by the Board. The purpose of the Committee is to provide strategic planning, regarding gaining and retaining membership in CABO.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Committee and/or the BOD, and shall maintain minutes of all meetings in accordance with CABO's Procedure and Policy for Minutes. The minutes will be distributed to the Board no later than 1 week prior to the regularly scheduled monthly BOD meeting. The BOD will review the minutes and provide approval to move forward with requests submitted by the committee. The Chairman may be asked to present directly to the Board during monthly BOD meetings.

Committee Responsibilities:

CABO Membership Committee is charged to:

- A minimum of three members is required with one serving as chair.
- Work with the CABO Treasurer in maintaining an accurate membership spreadsheet for each fiscal year with the format and structure of spreadsheet determined by the BOD.
- Forward all membership checks received to the Treasurer.
- Work with CABO website administrator to ensure all on-line renewal forms are accurate and functional for both the CABO and private "Members" websites
- Maintain the contents of the private "Members" website, ensure that all members have access to this site, and that the site's information is current and provides maximum value to all members.
- Maintain hard copies of renewal forms and records as a backup to the on-line membership forms.
- Develop methods of communication to promote CABO Membership and work directly with the Communications Committee to implement such methods.
- Work with other CABO committees and the BOD on information content to be distributed within and outside the organization regarding membership.
- Create and manage new Membership Packages. Ensure that all new members receive their membership packages within 30 days after joining.

Approved by the Board of Directors – 5/9/17