Terms of Reference

OPHNL –Membership Working Group

Members/Composition

Members of OPHNL will be asked to express interest to participate in the Membership Working Group. Membership of the working group will comprise of at least one member of the OPHNL Executive. Individuals expressing interest to participate in the group will be accepted on a first come, first served based. A total of eight to ten members can form the membership of this workgroup.

Term of Membership

The working group members will meet monthly via teleconference for 2-3 hours for approximately four months starting April 2016. Additional ad-hoc meetings may be organized by individuals within the working group to achieve tasks. The working group will meet its deliverables by approximately late September 2016.

Purpose

The purpose of the Membership Working Group is to: identify key strategic relationships that the OPHNL needs to form and/or strengthen as a new association. The OPHNL describes its strategic direction on relationships as follows:

* Explore opportunities to continue to build and expand membership
* Create and implement an engaging and informative communication strategy for members

Goals

1. Examine present membership numbers and identify the potential numbers of new members.
2. Develop new strategies to engage present and entice potential members.

Deliverables

1. Provide a short survey/questionnaire for regional representatives to deliver to the membership to acquire baseline and potential membership numbers.
2. Provide a communication format to keep the membership informed and engaged.

Communications

The primary mode of communication will be via teleconference meetings. In addition, the working group may use basecamp/electronic means to post comments and ideas on relevant tools and documents created by the working group

Contact Information for Membership Working Group Chair

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