

**PHILIPPINE NURSES ASSOCIATION OF
METROPOLITAN DC, Inc
POLICY AND PROCEDURE MANUAL**

Title: PNAMDC Membership Retention and Recruitment	POLICY No:
EFFECTIVE DATE: September 1, 2020	PREPARED BY: Diana Comiso
REVIEW DATE: August 1, 2020	APPROVE BY:

PURPOSE:

To maintain and expand PNAMDC membership by aligning and engaging members to the association's stated mission, vision and values.

POLICY:

1. PNAMDC's Chairman of the Membership Committee, with the assistance of the Co-chair will ensure accurate list of current members and will report to the Executive Officers and Board of Directors at the monthly meeting or whenever membership list is requested by any entity approved by the Executive Officers and Board of Directors. The Membership Committee, with the assistance of the Membership Engagement Committee will develop recruitment and retention strategies to increase PNAMDC membership.

PROCEDURE:

1. Membership Committee Chair will send renewal reminders to members one month before the renewal expiration of their membership. Follow-up reminders will be sent by PNAA. Members can renew their membership through PNAA [website@www.mypnaa.org](http://www.mypnaa.org) or by sending the check to PNAMDC Treasurer, who will then inform Membership Chair responsible for updating membership list.
2. Monthly report from PNAA Membership Chair will be reviewed by the Membership Committee to ensure accuracy. Any discrepancies will be communicated to PNAA Membership Chair by PNAMDC Membership Chair for changes and or correction to the Monthly Report. Members who failed to renew their membership will receive follow up reminders from PNAMDC Membership Chair.

3. Membership Committee will reach out to members who failed to renew their membership for feedback and to discuss newly developed programs, educational offerings and other community outreach programs.

Additional Strategies to maintain and increase membership:

- New members will receive PNAMDC Welcome Package.
- Corresponding Secretary will disseminate scheduled events and important information to the membership.
- Send notification to members whose membership has lapsed and attach updated Calendar of Events.
- Request assistance from members who recruited inactive members.
- Request assistance from PROs.
- Committee will reach out to other PNAA Membership Committees to connect and engage on other effective strategies.
- Committee will provide list of active members as requested by the NOMELEC Committee.

4. Membership Engagement Committee will provide focused direction on PNAMDC's overall membership recruitment, engagement and retention strategies. It will provide PNAMDC a stronger structure to follow in creating a membership experience that is unique, engaging and meaningful. The committee's work will bridge strong connections between the new members and long tenured members that can build stronger commitment to the vision, mission and values of PNAMDC.