

# Visual Resources Association Membership Committee Manual of Operations

## CURRENT CHARGE

"To support the Association's membership retention and enrollment efforts in conjunction with the Member Services Coordinator. This includes the development and maintenance of contact lists and listservs, placing advertisements where appropriate, and coordinating the regional chapters program through involvement, encouragement and recognition. To make recommendations to the Executive Board and implement decisions of the Executive Board in accordance with the Association's mission."

## MEMBERSHIP

### *VRA Bylaws*

#### *Article VI: Advisory Board, Committees and Representatives*

**Section 3.** The Executive Board shall appoint committee chairs and member appointments for specified terms, normally for two years, at the direction of the Executive Board. The President of the Association is a nonvoting ex-officio member of all committees of the Association.

**Section 4.** All committee chair and member appointments shall begin at the close of the annual membership meeting. Each committee shall report annually in writing to the membership on the activities of the committee, or more often to the Executive Board as requested by the Executive Board.

## MEETINGS

The Membership Committee will meet once per year at the Association's annual conference. All committee members attending the conference should attend this meeting. Additionally, a member of the Executive Board will attend to represent the Board and President. Guests and members interested in joining the committee may also attend.

## MEMBERSHIP COMMITTEE TIMELINE

One month before Annual Conference—Committee chair submits annual report  
Spring—VRA Annual Conference; committee meets  
Mid July-Mid August—Committee Chair submits mid-year report  
Early December—Annual conference announced; committee publicizes as appropriate.

## **COMMITTEE ROLES AND RESPONSIBILITIES**

### *Chair*

As the leader of the committee chair is responsible for the following tasks:

- Establishing the future goals with the committee, particular for the coming year.
- Assigning and guiding people in execution of these goals.
- Maintaining entire committee awareness of all committee activities.
- Writing an Annual (February) and Mid-year (June) report to the Board on the activity of the committee. This is done using a template in MSWord format, provided by the Secretary of the Board.
- Proposing new projects to the Board with accompanying budget requirements
- Encouraging recruitment and retention of the committee membership itself.

### *Chapter Liaison*

As the liaison with the leadership of the Regional Chapters the Chapter Liaison is responsible for the following tasks:

- Maintaining contact with and accurate contact information for the regional chapters' leadership.
- Leading and creating an agenda for the Regional Chapter's meeting at the annual conference (if attending).
- Inviting other interested individuals to the Regional Chapter's meeting (Membership Coordinator, Web Master, etc.).
- Writing and distributing minutes of the Regional Chapter's meeting to the chapters' leadership and the Membership Committee chair. Soliciting, editing, and submitting reports on chapter activity for inclusion in the electronic newsletter (Images).
- Dispersing information about new members to appropriate regional chairs, encouraging them to contact the new member. New member information is provided by the Membership Coordinator.
- Informing Web Master of changes to the Regional Chapters leadership.

### *Mentor Coordinator*

As coordinator of the mentorship program the Mentor Coordinator is responsible for the following tasks:

- Solicit mentors and those wishing mentors for the annual conference.
- Match those wishing mentors with mentors, assuring all have mentors.
- Provide the number of mentors and those wishing mentors to the Chair for inclusion in the mid year report.
- Match those new members not residing in an area currently served by a regional chapter with mentors near them. The membership coordinator provides the Coordinator with this information.
- Welcome new members at the Annual New Members welcome breakfast, providing brief introductions or a program when requested by the board.

### *Contact Database Manager*

As manager of the database of contact information of schools and associations whose members might be interested in VRA activities, the database manager is responsible for the following tasks:

- Send contact information upon request to any VRA officer, task force or committee.
- Update data as required.
- Preserve data.

## **HISTORY – 1995-2007**

*“Coordinating the regional chapters program through involvement, encouragement and recognition”*

The committee has undertaken several projects to fulfill this part of its charge, some of which have now become standing commitments, such as the Mentorship program and the Regional Chapters’ Guide. In 1998, the Membership Committee, with Betty Antrim as chair, decided to host an event to welcome new members and those attending a conference for the first time. In 1999 the committee also began a program to provide first time attendees with mentors. At that time, the focus was to make the conference a more enjoyable experience for first timers. This project has now evolved into a yearlong mentoring program, which includes a system to provide people to welcome new members between conferences. Betty Antrim conceived the program and ran it the first year before handing it over to Marcia Focht who has managed the program until the present. The committee chose at the 2007 Annual Conference to recognize the importance of her responsibilities by creating a new position on the committee, the Mentorship Coordinator.

Assisting the leadership of the Regional Chapters has long been a goal of the committee. This has taken the form of developing several Guides, Kathe Albrecht and Barbara Furbush being authors of two significant such guides. In 2003, the committee posted a Leadership guide on the VRAweb to improve access for the chapter leadership and perhaps insure its survival. Prior to that posting, the committee formalized a Chapter Liaison position on the committee to give the Chapters’ leadership a specific contact person on the committee and took on the management of the meeting that had occurred during the conference for Regional Chapter officers to meet and exchange ideas. The membership committee now leads this meeting and encourages the regional chapters to send representatives. During this meeting a committee representative not only leads discussion, but also acts as conduit to express any concerns that this ex-officio group may have. Additionally, the Chapter Liaison compiles regional chapter news and publishes the news in the *Images* newsletter so that regional chapters maintain awareness of other chapter’s activities.

*“Development and maintenance of contact lists and listservs, placing advertisements where appropriate”*

This phase of the charge was first addressed under Marcia Focht’s chair. The committee

developed a list of listservs to which we could send promotional material in the form of email announcements. This was later expanded into a database, developed by Eileen Coffman, of contacts for organizations with similar interests and academic institutions through whom we might reach those who would be interested in participating in VRA. The first project utilizing this contact database was the disbursement of a VRA poster to library schools. The database has also been offered to other VRA committees and task forces.

## **PAST COMMITTEES AND CHAIRS**

*Kathe Albrecht, chair*

*Betty Antrim, chair 1997-2000*

Marcia Poore, SUNY Binghamton  
Leigh Gates, Chicago Art Institute  
Margo Ballantyne, Lewis & Clark College  
Loy Zimmerman, CSU Long Beach  
Bonita Billman, Georgetown University  
Peggy Ottens, Dickinson College

*Marcia Focht, Chair 2000-2002*

Kathe Hicks Albrecht, American University  
Elizabeth Antrim  
Margo Ballantyne, Lewis & Clark College  
Bonita Billman, Georgetown University  
Eileen Coffman, Southern Methodist University  
Barbara Furbush, J. Paul Getty Museum  
Sheryl Wilhite Garcia, University of Houston  
Leigh Gates, Art Institute of Chicago  
Joyce Henderson, University of Arizona  
Kathy Hull, Wichita State University  
Beth Kopine, University of Missouri/Columbia  
Trudy Levy, Image Integration  
Peggy Ottens  
Ann Thomas, Union College

*Trudy Levy, chair 2002 -2007*

Elizabeth Antrim, Emeritus,  
Susan Ridenour, National Aquarium, Baltimore  
Marcia Focht, Binghamton University  
Barbara Furbush, Getty Research Library  
Elaine Paul, Univ of Colorado  
Kristin Solias, Univ of Mass  
Steven Kowalik, Hunter College  
Jenni Rodda, Institute of Fine Arts,  
Amy Jackson, University of Illinois at Urbana-Champaign

*Amy Jackson, chair 2007-present*

Elizabeth Antrim, Emeritus

Lindsay Bosch, The Art Institute of Chicago

Marcia Focht, Binghamton University

Andrea Frank, Boston College

Trudy Levy, Image Integration

Elaine Paul, University of Colorado, Boulder

Jenni Rodda, Institute of Fine Arts, New York University

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