



## **NEW MEMBERSHIP COMMITTEE CHARTER**

### **PREAMBLE**

This Charter has been adopted by the Board to stipulate and codify the composition, membership, roles and responsibilities, and meeting procedures of the New Membership Committee.

The performance of the functions of the Committee and the exercise thereof of its delegated powers as deemed approved by the Board, shall be governed by the Constitution and By-Laws of Manila Teachers' Mutual Aid System, Inc.

### **CHAPTER I** **PURPOSES AND PRINCIPLES**

**Art. 1. Creation of the New Membership Committee** - The Manila Teachers' Mutual Aid System Inc. (MTMASI) New Membership Committee is hereby constituted to be primarily responsible in reviewing existing policies on general membership and provide policy advice and direction to improve overall statistics in new membership application and retention of existing members.

Upon the adoption of this Charter, the New Membership Committee shall develop mechanisms to understand consumer preferences and to gauge client satisfaction of prospective members in order to develop policy recommendations and programs to make the Association more competitive in meeting the needs of the members and in becoming more attractive to potential members.

The Committee will further assist in improving membership engagement and retention by communicating with members, hosting New Member Orientation and supporting online member engagement.

**Art. 2. Purpose** – The New Membership Committee shall be responsible in providing policy direction to increase the membership of the Association and in creating strategies to communicate the importance and benefits of MTMASI membership to prospective clients.

The Committee shall also be in charge in creating necessary policies and programs to maintain and further increase membership in the Association.

**Art. 3. Mandate** – The following are the Committee's organizational objectives and mandates:

- Recommend to the Board on existing membership policies and supervise programs for the recruitment and retention of members;
- Review the programs and policies of the Association in attracting and retaining members to ensure that current policies and programs remain responsive to membership concerns and issues;

- Consistently add value to the membership strategies of the Association by identifying, implementing and marketing the exchange of ideas, networking and communication among members;
- Ensure members and prospective applicants are aware of the services and membership benefits of becoming a member of the Association;
- Provide oversight to assure relevant access to networking platforms available to members such as the online community, and;
- Provide direction on the development of surveys that will help to evaluate members' needs and interests.

**CHAPTER II**  
**COMMITTEE ORGANIZATION**  
**AND GOVERNANCE**

**Art. 4**      **Composition** – The Committee shall be consisted of the following members:

1. One (1) *Committee Chairperson*, appointed from the current members of the Board which will serve for a fixed term of one (1) year. The term of the Chairperson can be extended for another one (1) year in a holdover capacity until such time all pending action items for the Committee has been disposed and acted upon.
2. One (1) *Committee Vice Chairperson*, appointed from the current members of the Board which will serve for a fixed term of one (1) year. The term of the Vice Chairperson can be extended for another one (1) year in a holdover capacity until such time all pending action items for the Committee has been disposed and acted upon.
3. One representative from each department as *Members*, preferably the Head or Chief of the Department (HR, Accounting, IT, Marketing, Branch Manager or Regional Representative and other departments that have membership management and customer care functions), which will serve for a fixed term of (1) year. The term of each members can be extended for another one (1) year in a holdover capacity until such time all pending action items for the Committee has been disposed and acted upon.

**Art. 5**      **Duties and Responsibilities**

Committee Chairperson – The Committee Chairperson shall be responsible for the leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee, setting committee agenda, directing activities and assignments as needed, and overseeing communication with Committee members and with the MTMASI Board of Directors

Committee Vice Chairperson – The Committee Vice Chairperson will assume to the position of the Chairperson in the absence of the Chairperson of the Committee

Committee Members – Committee Members are expected to devote adequate time to take part and contribute to the Committee activities. Committee Members are required to adhere to the Committee Charter and assume and complete designated assignments. Committee members who will miss two (2) consecutive meetings can be dismissed from Committee membership.

- Art. 6**      **Committee Meetings** – The New Membership Committee shall convene its regular meeting and conduct business once a month either through conference or virtual call or as called and scheduled by the Committee Chairperson.

### **CHAPTER III** **COMMITTEE SECRETARIAT**

- Art. 7.**      **Creation of Committee Secretariat** - The Committee shall have a working secretariat that will undertake the administrative functions related to the performance of the mandate of the Committee. The Committee Secretariat shall be headed by the Committee Secretary appointed from the sitting regular members of the Committee.

- Art. 8.**      **Appointment of Committee Secretary** - The Committee Secretariat shall make necessary support to the Chairperson, Vice Chairperson, and Committee members including setting up meetings, preparing meeting materials, and preparing the annual report to the MTMASI Board of Directors

### **CHAPTER IV** **ACCOUNTABILITY AND REPORTORIAL REQUIREMENTS**

- Art. 9**      **Annual Report** – An annual report containing the activities and accomplishments of the Committee, consistent with the overall organizational thrust to attain the goals and objectives of the Association, shall be submitted to the MTSLAI Board of Directors

### **CHAPTER V** **CHARTER CHANGE AND AMENDMENTS**

- Art. 10**      **Changes and Amendments to the Charter** – The Committee shall examine and annually re-evaluate the appropriateness of the Charter and, if necessary, shall recommend proposed changes or amendments to the MTMASI Board of Directors for approval

- Art. 11**      **Voting Requirements** – A two-thirds majority vote of the Committee present at a regular scheduled meeting is required to change or to amend provisions of the charter, subject to the approval of the MTMASI Board of Directors



July 12, 2022

**BOARD RESOLUTION NO. 44-2022**

**APPROVAL OF NEW MEMBERSHIP COMMITTEE CHARTER**

**WHEREAS**, the Manila Teachers' Mutual Aid System, Incorporated aims to increase the members and to improve composition of its membership has opted to craft a "New Membership Committee Charter" to guide new member committee members accomplish their tasks;

**WHEREAS**, a New Membership Committee is to be organized with the following guidelines:

1. number of members
2. composition and job specification of each member
3. accomplishment reports;

**BE IT RESOLVED**: that the New Membership Committee Charter be adapted as submitted.

**BE IT RESOLVED, FINALLY**: that the charter be used as a guide effective year 2022.

[REDACTED]  
JENNIFER S. LACSON  
Chairman

[REDACTED]  
BUDDY F. ARCANGEL  
Vice-Chairman

[REDACTED]  
PAULINA L. SEMBRANO  
Director

[REDACTED]  
EVELYN L. DIMAGIBA  
Director

[REDACTED]  
REY DAVID S. LACSON  
Director

[REDACTED]  
ANGELITA L. ALFANTE  
Director

[REDACTED]  
APRIL ANNE T. ALCANTARA  
Director

[REDACTED]  
REGINO J. LACSON  
Director

[REDACTED]  
VIRGILIO S. LACSON  
Director

[REDACTED]  
MARY ELLEN S. LACSON  
Director

[REDACTED]  
FILOMENA S. LACSON  
Corporate Secretary