

Membership Survey Committee

1) Mission

The membership Survey Committee will obtain, analyze and communicate insight to the membership experience to the Board of Governors in an effort to aide in meaningful programming or corrective action in the subsequent fiscal year.

2) Structure

The Committee will consist of one (1) member.

The Committee will work closely with the Senior Vice President for review and approval of the annual member survey, and the assessment summary results.

An estimated eight hours are spent per month for the Membership Survey Committee responsibilities, though some months may require up to 40 hours for specific survey-related tasks.

3) Responsibilities

To fulfill its responsibilities and duties, the Committee shall:

- a) Conduct the Annual Member Survey and any of the other 3 standard IIA survey templates.
- b) Compile report highlighting the results of the Annual Member Survey.
- c) Assist chapter leadership in communicating the chapter member survey results through the Chapter Program.
- d) Assist/provide consultation to the Annual Seminar Survey Sub-Committee.
- e) Adhere to the following critical key dates:
 - i. January – Conduct the Annual Member Survey
 - ii. February – Compile Annual Member Survey Results
 - iii. February through April – Provide consultation/assistance for the Annual Seminar Survey
 - iv. February – Assist with Chapter Program development (membership survey is an input)
- f) Adhere to the annual budget as assigned by the Chapter

Updated by: Rhonda Williams

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