

# Membership

**Mission:** The Membership Committee is advisory to the Executive Committee and is generally responsible for reviewing CPDD policies and procedures that pertain to College membership. The Committee attends primarily to activities that address recruitment of new members and retention of current members. The Committee works toward the final goal of enlisting committed professionals with interests in furthering basic and clinical science related to the problems of drug dependence to become active members of the College. This committee does not evaluate individuals seeking membership into the CPDD

**Committee Members:** Members are appointed by the President-Elect of CPDD for three-year terms. A CPDD Board member or Executive Officer also serves as an ex-officio member. Terms begin immediately following the Annual CPDD Meeting.

**Committee Operations:** The Committee establishes an annual agenda of goals and activities in response to input or requests from the Executive committee of other DPDD Committees.

The Committee initiates discussion of the annual agenda via a committee meeting scheduled at the annual CPDD meeting. This meeting is scheduled by the outgoing Chair. Current members and those appointed to serve the coming year attend this meeting. The outgoing Chair provides information regarding ongoing activities that need to be maintained and informs the Committee about any recent requests or directives received from the Executive Committee. Following the CPDD meeting, the new Chair develops the annual agenda and circulates it to Committee members for further development. The plan is then forwarded to the Executive Committee for review and approval.

Action on agenda items is coordinated and managed by the Chair throughout the year. Work on action items is delegated, managed, and monitored by the Chair via e-mail and other forms of communication with members of the Committee.

All activities that may involve formal contact with other organizations or that involve placing CPDD in the public forum are first discussed with the Executive Committee or an Executive Officer.

Committee reports are provided by the Chair to the Executive Committee as requested, and a report is delivered at the annual meeting.

Current Standard Action Items: meeting of current and incoming members at the annual CPDD meeting to initiate development of yearly agenda

Letters inviting first authors to apply for CPDD membership are included in notice of acceptance of publication in DAD. We provide such letters to the U.S. and International Editors.

Materials to facilitate application for membership are made available prior to and at the Annual Meeting. Application materials are included in non-member attendees mailing packet Non-member symposia participants are contacted and provided with membership application materials. Application information is placed on tables approximate to on-site registration area. Materials are made available to Travel Awardees, In-training attendees, and Breakfast of Champion attendees at their respective receptions at the Annual Meeting.

A yearly report is presented at the Business Meeting during the Annual Meeting. This report should include announcement of new members.

Non-member attendees are contacted via e-mail following the Annual Meeting to encourage membership application.