

Membership Committee
Standard Operating Procedure (SOP)
Last revised 09/23/2023

Membership Committee 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, in addition to reviewing and advising on membership applications. 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. The Membership Committee also has three overall areas of responsibility to review and evaluate membership applications for CPDD:

- Review and evaluate applications for associate and regular membership in CPDD. After this review, the Membership Committee then makes recommendations to the Board of Directors (BOD) regarding acceptability of each applicant for regular and associate membership. Acceptance of regular and associate memberships requires voting by the BOD
- Review and evaluation of requests for changes in membership status. This includes changes from member-in-training status to associate or regular, associate to regular, and the conferring of fellow status (including those who have completed a term on the BOD). After this review, the Membership Committee then makes recommendations to the BOD regarding such requested changes, which are then voted upon by the BOD
- Recommending changes in criteria for membership levels and establishment of new membership categories to the BOD. Approval of changes in membership criteria and new membership categories is made by the BOD and can be recommended by the Membership Committee at any time.
- In addition to these activities by the full committee, the Chair of the Membership Committee reviews and decides upon acceptability of applications for member-in-training memberships. BOD voting is not required for member-in-training membership.

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. The Membership Committee is comprised of at least 12-14 members, which includes the Chair of the Committee.

Committee Operations: The Committee establishes an annual agenda of goals and activities in response to input or requests from the Executive committee of other CPDD 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, and with assistance from organization management staff. 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 Office.

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
- A yearly report is presented at the Business Meeting during the Annual Meeting. This report should include announcement of the number of new members approved.
- Non-member attendees are contacted via e-mail following the Annual Meeting to encourage membership application, in addition to other membership drives that may occur throughout the year.

Applications for Associate and Regular Membership: Applications for CPDD membership are accepted at the end of each calendar month and reviewed monthly. After each membership application deadline has passed assigned committee members (3 members assigned to each application) review applications to determine eligibility. Votes from reviewers (or the Committee Chair and potentially entire committee if needed) and comments are collected by the Executive Office. When a reviewer is not sure of approving or not approving an applicant the Chair of the Membership Committee has the option to arrange for an additional committee call to discuss the applicant and/or seek recommendations electronically from additional committee members. It is also possible to recommend a candidate to a class of membership different than the one requested. The BOD votes on the membership applications via email response to the Executive Office.

Once the BOD has completed their approval of new members, the Executive Office Emails all approved candidates with a welcome letter and advising if the approval is at a different

membership level than requested in their application. Applicants not accepted are also notified via email by the Executive Office.

Changes in Membership Status: At the time members of the Membership Committee review applications, they also receive applications for upgrade in membership from the Executive Office (e.g., Associate to Regular, MIT to Associate and MIT to Regular). The Membership Committee shall review these upgrades in membership status and follow the same procedures as applications for new membership with respect to recommendations to the BOD. The BOD shall vote upon the recommendations made by the Membership Committee.

Recommendations to the BOD: Revision in the criteria for membership or the addition of new membership categories may be initiated by the Membership Committee or the BOD. The Membership Committee shall provide timely responses to the BOD regarding such requests and recommendations.