



## Recruitment Committee Policies

**Mission:** Grow membership and enhance membership involvement to help meet member needs and meet the needs of FHAAN.

**Goals:** 250 members by August 2011. 500 members by August 2012 ,etc.

**Objectives:** Go over current membership list to...

- A. Evaluate who we have, see who wants to stay on and who does not.
- B. Invite more people at various locations such as; Advocacy Groups: Consumers: black, Latino, PCPG, PPG, Etc.
- C. Establish or reinforce an advocacy chair at each Ryan White consortia and planning council

### Strategy Points:

1. ID Contact info for all these folks. Create database.
2. Communications to each of these people
3. ID Overlap within our FHAAN membership
4. Build relationships with New Florida Legislative contacts

### Committee Meetings:

- Monthly. Next day or week if this date falls on a Federal holiday.
- Toll-free #s
- Webinars, as needed

### Out of state membership requests

Out of State folks forwarded to cmte co-chairs to review and communicate with about including.

### Applied without Agreeing to Operating Agreement

Can participate, but as an info only (non-voting) participant and not able to chair committee or FHAAN.

### How to handle FHAAN members without email

It is their responsibility to check in on the website for update documents and review. If there is anything they really need from us we can mail to them – Like membership update. We should also encourage them to have a “substitute or friend” email.

Snail-Mail calendar and call info to them. They can ask for items in the call (agenda, minutes, forms).



## **DOH Communications**

DOH Info Only Email communications: No FHAAN policy. Up to DOH/BoHA to take care of themselves.

## **Who**

Who we can ask to join and who we can't:

- Member: FL resident/categories (Advocate, Organization Leader, PLWHA, Provider)
- Partner: Pharm Reps. OK if living outside FL but cover FL (with their company approval)

Who we accept and who we don't:

- Cmte co-chairs determination. Any issues go to convening group by cmte co-chairs.

## **Member interests follow through:**

Committee co-chairs and/or committee volunteers will follow-up with all current members to become more involved in FHAAN by how they responded to their FHAAN Membership application categories:

- Full-time, part-time, info only.
- State and/or National
- Committees
- Advocate, Organization Leader, PLWHA, Care Provider, Pharm Rep.

## **Member Recruitment**

- Membership Forms: Hardcopy, Online
- Community Outreach: CAG, Men's Group, PCPG, PPG, ASOs, Consortia and planning council, other groups/orgs, pride centers
- Events and Meetings, presentations, booths/table
- Calendar/Volunteers
- Web, facebook, LinkedIn, Twitter, etc.
- Fliers, posters, pamphlets, biz cards, etc.

## **Google Groups: Membership Pending**

All the membership requests are approved or denied. We don't have automatic approval based on some of the membership requirements. We approve people unless any Recruitment Committee co-chairs identify them as not meeting our criteria and/or potential problems. Pending denials taken to FHAAN Convening Group for discussion/clarification.

## **Inviting prospects to become members:**

- Schedule – monthly
- Content of message – below
- Tracking – Admin in Google Docs

## **FHAAN Member list**

It is the policy of FHAAN that we do not share the FHAAN list serve with anyone. If someone wants info, The Recruitment Committee co-chairs will answer any and all requests.



## **Sample membership email invitations' wording:**

### **I. FHAAN registration for membership**

Thank you for your recent request to join the FL HIV/AIDS Advocacy Network (FHAAN) Google Group listserv. To also become a full member of FHAAN (with voting rights and able to run for office), please take a moment and complete our quick and easy online membership form at this link:

<http://survey.constantcontact.com/survey/a07e3kmqe4bg1fgftt5/start>

Thanks,

Cathy Robinson-Pickett and Ken Bargar  
Co-Chairs, FHAAN Recruitment Committee

### **II. We Invite You to Join FHAAN as a Full Member**

Thank you for your interest in the work of the Florida HIV/AIDS advocacy Network (FHAAN).

Today, we invite you to join FHAAN as a full member. Membership includes greater opportunities to advocate for HIV/AIDS issues, including committee work and leadership as well as voting privileges for all FHAAN decisions. We Need you!

Signing-up is quick and easy, just **CLICK HERE**

For more information about FHAAN, visit our FHAAN Web Page: [www.FHAAN.org](http://www.FHAAN.org)

If you have any questions, please feel free to contact us.

Thank you,

Cathy Robinson-Pickett and Ken Bargar  
Co-Chairs, FHAAN Recruitment Committee