Membership and Advocacy Committee Charter

**Purpose:** The purpose of the National Network for Oral Health Access Membership and Advocacy Committee is to:

1. Encourage the growth of NNOHA membership
2. Oversee the communications tools for members such as the newsletter website
3. Disseminate innovative resources and approaches to oral health access and delivery that are evidence based
4. Provide guidance to NNOHA staff on NNOHA membership issues.
5. Identify high priority issues that affect safety net oral health providers and the oral health of the underserved
6. Work with key partners to affect positive change on issues.

**Committee Membership and Organization:** The committee shall consist of at least 8 members to be designated by the committee chair, who is appointed by the President of the NNOHA Board of Directors. Committee member interest and expertise will represent a broad array of interests and expertise important in developing a strong non-profit organization dedicated to oral health access.

The members are appointed for 1-year terms and serve at the discretion of the committee chair. Members are selected for their expertise and interest in developing member benefits for oral health providers at health centers and advocating for access to quality oral health. Members are expected to actively participate in all committee activities and may continue to serve beyond 1 year if active in the committee. If at any time a member needs to resign from the committee, they may do so in writing to the committee chair and NNOHA staff.

**Meetings:** The committee shall meet as often as its members deem necessary to perform the committee’s responsibilities, but not less than one in person meeting per year (during the NNOHA Annual Conference) and three conference calls per year.

**Committee Responsibilities and Authority:** The committee shall have the following authority and responsibilities:

- Assist in membership outreach and engagement and share NNOHA resources to grow the membership of NNOHA
- Assist staff in development of the annual membership survey, provide recommendations for questions, and recommend action items from the results
- Recommend updates to membership tiers, benefits, terms, etc. to the Board on an annual basis if changes are deemed necessary.
- Assist in the planning of the membership meeting at the NNOHA Annual Conference
- Actively participate in the list serve section of the NNOHA website
- Support other work and activities outlined in NNOHA’s work plan as needed
• Encourage NNOHA members to be advocates in the development of support materials and trainings for the membership.
• Create tools and training opportunities to assist members in engaging in advocacy.
• Provide input and recommendations to the Board of Directors on issues that are contentious or in which the membership has divided opinions.

**Workgroups:** The committee may establish workgroups on specific areas within the committee to support the work of NNOHA and its staff. The committee chair shall appoint a workgroup liaison that would report on the progress of the workgroup at the overall committee meetings. Workgroup members are not necessarily members of the committee. A workgroup shall meet on an ad hoc basis depending on the needs of the committee.

**Reporting and Review:** The committee shall make regular reports to the Board and will propose any needed action to achieve its purpose to the Board.

The committee shall review and reassess the adequacy of this charter as needed and recommend any proposed changes to the committee chair and for board action.

The committee shall annually evaluate the committee’s own performance and provide a report on such evaluation to the Board.

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**Approved by Board of Directors:** August 17, 2018