

	<b>Member Recruitment: Application Process &amp; Timeline</b>	<b>SOP #</b>	1
		<b>Revision #</b>	N/A
		<b>Implementation Date</b>	10/21/2022
<b>Page 1</b>	1 of 1	<b>Last Reviewed/Update Date</b>	
<b>SOP Owner</b>	Membership Committee	<b>Approval of PEA Board</b>	

### 1. Purposes

To assure a fair, equitable and efficient recruitment process. To capitalize on the interest of a prospective member to join PEA. To be respectful of the time PEA volunteers devote to interviewing and preparing all the necessary documents to present an applicant to the Board of Directors.

### 2. Scope

The Membership Committee must be familiar with PEA's Member Recruitment processes and procedures. The entire process should be completed as quickly as feasible, but no longer than 45 days (6 weeks) from the date Membership receives an application. If there are problems or extenuating circumstances, refer to SOP #2 Applicant Deactivation.

### 3. Process

Getting Started. When an application for membership has been received,

- ✓ Within two days, the Chair will identify who on the Membership Committee will interview the applicant.
- ✓ Within three days, the Chair will Email the applicant and sponsor(s) as to what committee member(s) will set up an interview..
- ✓ Within one week, [the Executive Director will post](#) to all PEA members the prospective new Member's name and classification in keeping with ARTICLE IV Sec. 2 of the PEA Bylaws.

Interviewing

- ✓ [Within four weeks \(but no later than six weeks\) after receiving the assignment](#), Committee member(s) will interview the applicant, gather all required documentation and submit it, with a completed PEA Proposed Member Questionnaire, [to the Chair](#). If directed by the Chair, the interviewer(s) will contact applicant to resolve any questions.
- ✓ If there are [any problems](#), contact the Membership Committee Chair and Executive Director immediately [by email](#).

email: [jb@jbbizwiz.com](mailto:jb@jbbizwiz.com) and Executive Director, email: [peaworks@executives.org](mailto:peaworks@executives.org).

- ✓ Within two days the Chair will notify Sponsor(s) by email and enlist assistance to help resolve issues impeding the application process.

#### Voting

Within 30 days (but no later than 45 days) after receiving the Proposed Member Information Form, the Chair or designee will

- ✓ Submit the completed application packet to the Board of Directors and Executive Director for consideration.
- ✓ Attend the Board meeting at which the applicant will be considered.
- ✓ Notify the sponsor(s) of the Board action.

#### 6. Safety

N/A

#### 7. References

Bylaws:
---------

**ARTICLE IV Sec. 1. Membership Application.** Applicants for membership shall submit an application to the Association on an approved form. The Board will review applications and decide whether to admit the applicant as a regular member, subject to the posting requirement described below. The Board may establish procedures for accepting and reviewing membership applications and may in its discretion require recommendations from an existing member and/or from the membership committee before the Board acts on an application, provided that any such procedures shall be in writing and shall be applied in a nondiscriminatory manner to all applications.

#### 8. Definitions