



PNAVA Policies and Procedures

Membership Recruitment and Retention Policy

Policy Number: 7.2 Reviewed: 2/2022 Revised: 2/2022 EB Reviewed & Approved: 03/2022 Original Date: 10/1995
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PURPOSE

To expand and maintain PNAVA membership by aligning and engaging members to the association's stated mission, vision, and values.

POLICY

The Membership Engagement committee shall develop recruitment and retention strategies to increase the PNAVA membership.

PROCEDURE

1. Officers and members are encouraged to participate in the recruitment of new members.
2. Membership Committee Chair will send renewal reminders to members one month before the renewal expiration of their membership. Follow-up reminders will be sent by PNAVA. Members can renew their membership through PNAVA [website@www.mypnaa.org](http://www.mypnaa.org) or by sending the check to PNAVA Treasurer, who will then inform Membership Chair responsible for updating membership list.
3. Monthly report from PNAVA Membership Chair will be reviewed by the Membership Committee to ensure accuracy. PNAVA Membership Chair will communicate any discrepancies to PNAVA Membership Chair for changes and or correction to the Monthly Report. Members who failed to renew their membership will receive follow up reminders from PNAVA Membership Chair.
4. Membership Committee will reach out to members who failed to renew their membership for feedback and to discuss newly developed programs, educational offerings and other community outreach programs.

Additional Strategies to maintain and increase membership:

- A. New members will receive PNAVA Welcome Package.
- B. Secretary will disseminate scheduled events and important information to the membership.
- C. Send notification to members whose membership has lapsed.
- D. Provide list of active members as requested by the NOMELEC Committee during election year.

REFERENCE (S)



PNAVA Policies and Procedures

ATTACHMENT(S)

1. Membership Applicant Form
2. Revision History



PNAVA Policies and Procedures

Attachment 1: Membership Applicant Form



PHILIPPINE NURSES ASSOCIATION OF VIRGINIA, INC.

MEMBERSHIP APPLICATION FORM		
* First Name:		
* Last Name:		Suffix:
* Current Address:		Apartment #:
* City:	* State:	* ZIP Code:
* E-mail:		
* Gender:	Contact Number:	
MEMBERSHIP Referred by:		
* Select PNA Membership Level: <ul style="list-style-type: none"><input type="checkbox"/> Active Member (1 Year) - \$ 50.00<input type="checkbox"/> Active Member (2 Years) - \$ 100.00<input type="checkbox"/> Associate Member (1 Year) - \$ 50.00<input type="checkbox"/> Associate Member (2 Years) - \$ 100.00<input type="checkbox"/> Affiliate member (1 Year) - \$25.00 Chapter only	Active Member: A professional RN of Philippine ethnic origin. Associate Member: A professional RN of Non-Philippine ethnic origin. Affiliate member: LPN, CNA, PCT, or Nursing Student	
* Chapter/Additional Due: \$10/yr		
* Sub-Chapter (If Applicable):		
* TOTAL DUE:		
* Application Type: <input type="checkbox"/> New Membership <input type="checkbox"/> Renewal		



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**Make the check payable to PNAVA, INC and mail to:
For any Membership Application questions: Membership Chair:**

By signing below, I certify all information is true and correct to the best of my knowledge.

*** Signature of applicant:**

Date:

PNAVA shall not discriminate against any applicant or member on the basis of race, creed, age, sex, sexual orientation, religion or handicap.

Note: - Once application is received and processed, the applicant will receive a registration confirmation via email. - An email will be sent to the applicant with instructions in creating a unique ID Log-in Name (Email Address) and Password. This will provide access to visit the For-Members-Only section in the website and to update profile/account settings.



PNAVA Policies and Procedures

Attachment 2: Revision History

Original Author: Nelia Macasaet

President: Venus Tomaneng 1995

Reviewed: 2017 P&P Committee

President: 2017-2018 Hilo Laxa

Reviewed: 2/2022 P&P Committee with Adoption from PNAMDC

President: 2020-2022 Catherine Paler