



Membership Committee

Terms of Reference

NAME: This Committee shall be called the Membership Committee.

STATUS: The Membership Committee is appointed by the Board of Directors.

MANDATE: To oversee and participate in the retention and addition of new members to the Association and to provide direction to the Board of Directors for continuous improvement of member services. The Committee members shall work with staff to identify new members and assist with recruitment. It shall identify any key industry contacts who may act as a liaison with staff for recruitment, member services and member retention purposes. It shall review membership categories and fee structure and offer recommendations for improvement to the Board of Directors. It may be called on to oversee exit interviews for members who have not renewed their membership.

MEMBERSHIP: Membership of the Committee shall consist of:

Appointed Members:

- Chair of the Committee (who must be a member of the Board of Directors);
- Up to one other member of the Board of Directors;
- Up to three others from the general membership

RESOURCES: Member Relations Coordinator

MEETINGS: The Committee shall meet at least three to four times a year, and more often at the call of the Chair.

QUORUM: Fifty per cent plus one shall constitute a quorum.

FUNCTIONS:

1. Recommend and recruit new members;
2. Review and recommend improvements to services offered to members;
3. Provide support to staff for membership services and member retention;
4. Identify key industry contacts who may provide assistance with new member recruitment, member services and member retention;
5. Provide advice to the Board of Directors on membership initiatives;
6. Review categories and membership fee structure and make recommendations to Board of Directors;
7. Review and evaluate exit comments of departing members and interview those members on occasion.

Reviewed by the Board: 13 June 2019

Approved by the Board: 13 June 2019