



STANDING COMMITTEE ON MEMBERSHIP TERMS OF REFERENCE

Mandate

The Membership Committee is a standing committee of CAPAL /ACBAP responsible for the development of the association's membership at large.

Objectives

The committee shall:

- Manage the recruitment and renewal process of all CAPAL Members; duties include: management of membership via membership software, troubleshooting membership registration issues, and communicating with members as needed.
- Educate members on the requirements and benefits of membership.
- Promote volunteerism and participation in CAPAL Committees.
- Make recommendations to the Board on activities to promote membership.
- Develop membership recruitment drives and incentives for membership.
- Collaborate with other committees as needed on projects and tasks of common interest e.g. providing other committees with information from the membership database.
- Manage membership information ethically and in accordance with best practices for the management of personal information.
- Advise and make recommendations to the Board on any issue relating to the provision of services to individual members.

Things to consider:

- Reports to membership via blog and other social media coordinated by the communications committee.
- Consider developing an annual survey of CAPAL membership, perhaps in collaboration with other committees.

Members and Composition

Membership in the committee includes up to ten CAPAL/ACBAP members, one of whom shall serve as Chair. The Chair is a non-voting member of the Board of Directors by virtue of the position.

The Chair is recruited by the Nominating Committee and appointed by the Board of Directors for a two-year term. Committee members are recruited by the Chair with support from the Nominating Committee. Members can serve two consecutive terms. Chair or individual members can be removed by a resolution of the Board of Directors.

Meetings and Quorum

The Committee shall meet every month from December to May and during the annual CAPAL/ACBAP conference. Additional meetings may be called by the Chair or any two committee members. A majority of those present and voting shall constitute quorum. Informal meeting minutes will be kept and be made available to CAPAL/ACBAP members upon request. The Chair will report on the Committee's activities to the CAPAL/ACBAP Board, at the annual general meeting as requested by the Board, and at other times as appropriate.

Approved by the CAPAL/ACBAP Board: 2016-07-15