

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name: **Membership Committee**

Type of Committee: Standing Committee

Purpose/Mandate:

The Committee is responsible for developing tools and initiatives for chapter membership recruitment and retention. Current responsibilities and mandate include:

- (a) To explore new opportunities for membership growth and untapped markets
 - Work with chapters to develop strategic partnerships with other membership organizations that could foster CCI membership growth
 - Develop initiatives to assist chapters in recruitment of new members
 - Develop and finalize the Business Partner Tool Kit
- (b) To develop criteria for awards to honour and recognize achievements
 - Develop long-term awards program to encompass larger pool of recognition
 - Oversee and encourage the awarding of current awards – FCCI, DSA, Hall of Fame, Volunteer Award
 - Review and revise award criteria
- (c) To annually review all membership policies and practices
 - New policy that effective 2016/2017 complimentary memberships will no longer be available; develop policy for 2016/2017 in which complimentary services may be available but not as a membership category
 - Develop membership templates required and update membership forms annually for each Chapter

Accountability:

- Committee is responsible to the Executive Board

Membership Composition/Requirements:

- (d) Committee Chair – nominated and elected by the Executive Board
 - One-year term, renewable, and shall stand until their successor is duly appointed
 - To attend annual Committee Chair orientation conference call
 - To attend regular committee chair meetings
 - To assist the Executive Board in recruiting additional committee members as required
 - To appoint and oversee any Subcommittee Chairs as required by the committee work
 - Provide regular committee reports for the Spring and Fall National Council meetings
 - Serves as a resource to the Executive Board and keeps the Executive duly informed of any strategic issues of a national nature
 - Sits as a member of the annual National Nominations Committee

- (e) Committee shall consist of a core committee, representing the diversity of CCI, both geographically and membership type
- (f) All Chapter Membership Chairs shall automatically be auditing members of the committee and as such, shall be invited to attend and participate in regular committee meetings
- (g) The Executive Board shall appoint a member of the Executive to be a liaison on the committee who shall be a resource on clarification of the national strategic direction

Meetings

- (h) The committee shall meet 5-6 times annually, in person or teleconference
- (i) Keep minutes of committee meetings, to be posted on the virtual boardroom as a resource for all Council/Executive/Chapter directors

Staff

- (j) Provides support to the committee through full professional and administrative services and as such shall attend all committee meetings and shall be responsible for taking meeting minutes

(Nov 2015)