

MEMBERSHIP COMMITTEE

TERMS OF REFERENCE

Composition

The Membership Committee shall consist of at least two (2) and up to nine (9) Governing Council Representatives, of which one shall be Vice-President Membership and the other, the President.

The Vice-President Membership shall be the Chair of the Membership Committee and may appoint an alternate chair as required.

Purpose and Authority

The Membership Committee is responsible for the following:

1. Engaging the membership to promote the AJC;
2. Recruiting new members and encouraging completion of application forms;
3. Educating members on the requirements and benefits of membership;
4. Developing and overseeing the implementation of membership orientation programs;
5. Developing membership-building programs;
6. Developing and overseeing the implementation of membership satisfaction surveys;
7. Developing and implementing the selection criteria for any recognition awards program that forms any part of the AJC's public relations strategy;
8. Promoting volunteerism and diversity amongst the AJC membership;
9. Advising and making recommendations to the Executive Committee on any issue relating to the provision of services to individual members;
10. Recommending improvements to current knowledge transfer, succession planning and other practices related to the education, mentorship and support of GC representatives;
11. Overseeing and coordinating the appointment process to employer-initiated committees by region;
12. Partnering with other committees as appropriate on matters of common interest;
13. Review AJC affiliations and make recommendations regarding possible strategic partnerships; and
14. Reporting to the Executive Committee and Governing Council at least quarterly or more often as required on Membership Committee activities.

Chair of the Membership Committee

The Chair shall be responsible for chairing the meetings, reporting Committee activities to the Executive Committee, ensuring that the meetings move forward efficiently and that periodic updates on membership-related matters are provided to Governing Council as appropriate.

The Chair shall liaise directly with the Communications Committee as appropriate and may invite key staff members to participate as appropriate at its meetings.

Meetings

Meetings will be convened on an as needed basis but no less than quarterly. Meetings may be held in person, by telephone or by email.

Quorum

Quorum shall be a majority of the membership of the committee.

Governance

Recommendations and decisions of the Membership Committee, to the extent decisions may be rendered, shall be made by consensus.

The Membership Committee shall report to the Executive Committee and the Governing Council.

Record-Keeping of Decisions

The Chair shall ensure that a record of all decisions and recommendations of the Membership Committee is maintained. The Chair may appoint a recording secretary as appropriate.

Related By-Laws/Resolutions Consulted in Preparation of this Document

Constitution: section 7.3

GC Resolutions passed March 1 and March 2, 2003 – Establishing the Membership Committee and the Communications Committee.

GC Resolution passed March 13-14, 2004 – Merging the Communications Committee and the Membership Committee of the AJC

GC Meeting minutes of November 9, 2005 approving P. Jetté's reorganization proposal to increase the number of EC Representatives and provide for a full-time salaried President. Proposal was carried and to be forwarded to the membership. No record of membership vote found. This requires rectification at the next constitutional reform proposal tabled to the membership.