

Coaldale Chamber of Commerce  
**Membership Committee Terms of Reference**

*Updated: September 18, 2019*



Name: **Membership Committee**

Authority: The Membership Committee was established by the board of directors of the Coaldale and District Chamber of Commerce. These terms of reference were defined on September 30, 2019 and are to be reviewed at least every two years.

Purpose: The Membership Committee exists to coordinate the collection of membership fees; retain and expand the membership base in general and to provide and manage benefit programs to the membership.

Membership: The Chairperson of the membership committee will be an elected member of the board of directors and is appointed to the committee chair by the Chamber President. The members of the committee are selected by the committee chair and are to be general Chamber members. Volunteers from the general public may be utilised for specific tasks.

Term: Each Committee member, including the chair, will serve for a term of one year.

Duties:

1. To evaluate current programs; policies and procedures of the committee
2. To prepare a budget for the committee, outlining both projected revenues and expenses, and submit this to the Board of Directors for approval as part of the Chamber budget process.
3. To follow the budget as approved
4. To set an agenda for the search for, and the acceptance of members
5. Oversee the collection of membership fees
6. To maintain a comprehensive membership roster
7. To search for opportunities of benefit programs for the membership
8. To manage these programs
9. To collaborate with other committees as appropriate
10. To maintain accurate and detailed records of its operations
11. To provide an annual report for the AGM
12. Provide direction to the Board in setting membership fee levels

Meetings: Meetings of the Membership Committee will be held on an as needed basis, as determined by the chairperson. The chairperson is responsible for the agenda and minutes are to be recorded. These minutes (report) should be provided to the Board of directors for the next available board meeting.

Reporting: A monthly report is to be submitted to the Board of Directors.