

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Membership Committee**

Reviewed:

Approval date:

Membership Committee

Purpose: The purpose of the Chapter Membership subcommittee is to explore avenues that provide and promote enhancements for our membership, and in member retention and growth.

Meetings: Meetings of this committee will take place at least quarterly by teleconference. Minutes of each meeting shall be kept clearly identifying decisions taken, recommendations to the National Membership committee and the Chapter Executive Committee, items requiring further action and persons responsible for follow-up action. Recommendations from the Subcommittee will be taken to the National Membership committee and the Chapter Executive Committee.

Membership: The term of the Chair of the Membership Committee shall be two years. No chair shall serve more than two consecutive terms. The committee will be comprised of the following members:

- National Membership Chapter representative (chair)
- Chapter Treasurer - Executive Liaison
- Other parties identified as required by the subcommittee.

Responsibilities:

- Attend/Participate in meetings as arranged by the Chair.
- Collaborate to identify value added opportunities and member benefits, and prepare recommendations for the National Membership committee and the Chapter Executive Committee to consider that encourage membership in the Chapter. These may include the analysis of recruitment, retention of Chapter growth, changes to membership fees and/or fee structure.
- Actively encourage non-members to join by promoting the experience to be gained and emphasizing the benefits derived from sharing insights and special skills with other Chapter members.
- To coordinate and implement any special recruitment and retention initiatives as assigned by the National the National Membership committee and the Chapter Executive Committee.
- Oversee the Awards Committee and ensure that all deadlines are met; assist with facilitating submissions.
- Staff the CHES National booth at the annual conference when held within the Saskatchewan chapter