

POLICY/PROCEDURE NUMBER:

D – 1.2

DATE: November 16, 1992	SUBJECT:
ISSUE: Membership Committee	Job Description
REVIEWED: September 2024	PAGES: Page 1 of 2

1. Position:

1.1. To promote the continuation of membership as well as seek prospective members to the Society, and to manage the awards process for the Society.

2. Responsibilities:

2.1. Responsible to the CHES Board of Directors with the Secretary as Executive Liaison.

3. Summary of Duties:

- 3.1. Promote membership of the Society among individuals and/or groups who may be eligible for membership.
- 3.2. Follow-up with all delinquent members with the aim of reinstating and maintaining that member.
- 3.3. Co-ordinate all activities regarding membership lists and membership status with the National Office.
- 3.4. Review all prospective memberships and recommend membership type and eligibility as required to the CHES Board of Directors for approval.
- 3.5. Be responsible for membership promotional material to be approved by the CHES Board of Directors for printing.
- 3.6. Distribute promotional materials to prospective members regarding matters of membership.
- 3.7. Prepare and distribute promotional material to Chapter Chair and membership committee members at the chapter level.
- 3.8. Develop the awards selection teams and select the preferred candidates for recommendation of awards to the CHES Board of Directors
- 3.9. Prepare a report on committee activities for each CHES Board of Directors meeting.
- 3.10. Prepare an annual report for the Annual General Meeting as per policy B3.1 and be present to discuss and answer any questions from the members.
- 3.11. Chair of the Committee (or designate) attends as an invited guest and should be present at each CHES Board of Directors meeting to represent the interests of the Committee and present updates and requests on behalf of the Committee.
 - 3.11.1. The annual budgeting process will consider providing budget for the Chair to attend the in-person strategic planning and Board of Directors meetings held during the National Conference.

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3.12. Prepare and submit a proposed annual budget after deliberation of the Committee, as per policy B5.2 for consideration and approval by the Board of Directors.

3.13. Perform other duties as required for the betterment of the Society.

Revised September 2024