



## Membership Committee

### TERMS OF REFERENCE

**Committee Name:** LivCA Membership Committee

**Committee Type:** Operational Committee.

**Chairperson:** Siju Sobo

**Responsible To:** LivCA Board

**Purpose:** The purpose of LivCA Membership Committee is to:

- Form the link between the Board and Residents
- Engage the members to promote the LivCA
- Recruit new members, support renewal efforts, and encourage completion of application forms
- Educate members on the requirements and benefits of membership and develop membership-building programs
- Review membership categories and privileges on an annual basis and make recommendations
- Promote volunteering and diversity amongst the LivCA membership
- Review LivCA affiliations and make recommendations regarding possible strategic partnerships
- Develop and oversee the implementation of membership orientation programs

**Authority:**

- The LivCA Membership Committee is a standing committee authorized by the LivCA Board of Directors
- The LivCA Membership Committee is chaired by a member of the community association who is appointed Chair by the Board. A Vice-Chair may also be appointed to act in the Chair's absence
- The LivCA Membership Committee is authorized by the LivCA Board of Directors to undertake any activity within its terms of reference
- The LivCA Membership Committee should seek Board approval on anything outside of its terms of reference

**Timeframes, Reporting and Deadlines:** Meetings will be held every second Wednesday of each month as required with no less than 4 meetings and more than 8 meetings annually. Ad hoc reporting to Board. Meetings may be held in person, by telephone or by email.

**Composition:** Any members of LivCA in good standing.

- **Chair:** LivCA Secretary or Board member appointed by the Board.
- **Committee Members:** Interested members of the association in good standing.

**Communication with Board Through:** Board liaison (Chair) and ad hoc board reports.

**Reporting** The Membership Committee is accountable to the LivCA Board

**Other Resources:** Significant support will be required from other committees or volunteers to advertise memberships at events and community activities.

**Specific Areas of Responsibility:**

- Development of LivCA membership policies and procedures that speaks to cost and benefits
- Determine membership sales plan and sell LivCA memberships to community residents, including:
  - ✓ online
  - ✓ at community events and activities
- Maintain LivCA membership register, including information about volunteer interests.



- Provide access to potential volunteer contact information in the membership register to appropriate committees or individuals requesting access.
- Annual General Meeting organization in conjunction with the Nominating Committee

**Approval/ Review Date:** January 31, 2022