



Terms of Reference for Membership Committee

The Membership committee is responsible for the membership on behalf of the organization in conjunction with the Chairperson and Executive.

Responsibilities:

- Developing strategies to increase the CaSPR membership and ensure membership satisfaction
- Providing support to members and the CaSPR executive
- Promoting the organization to potential members in conjunction with the Communications Chair and Committee
- Drafting articles for the CaSPR quarterly newsletter, The CaSPR Connection (Spring, Summer, Fall, Winter)
- Developing and analyzing the Annual Membership Survey

Reporting Relationship:

The committee reports through the Committee Chair to the Board. The committee submits monthly reports to the Board via minutes of meetings.

Membership:

- The total members shall not exceed 10, including the Committee Chair
- Appointments are determined by the Chair and the Board;
- CaSPR Chair is an adhoc member of the committee;
- Any committee member may resign upon written notification to the Committee chair

Voting Rights:

Each committee member is entitled to one vote on all matters coming before the Committee.

Meeting Schedule:

Monthly at the call of the Committee Chair

Format: Via Zoom

Initially approved by the CASPR Exec: January 21, 2021

Last modified/updated:

Last approved by the CASPR Exec: