



Membership Committee

1.0 Objective

The Membership Committee aims to develop strategies to increase recruitment and retention of CIF-IFC members across the three areas of membership: student, active, and retired

2.0 Functions and Responsibilities:

- 2.1. Increase understanding of membership value to ensure the CIF-IFC provides high-quality services to its members;
- 2.2 Monitor membership trends and evaluate membership satisfaction with CIF-IFC services;
- 2.3 Provide recommendations for inclusion into the strategic plan as to how to best increase membership, and address retention and recruitment efforts through products, programs and services;
- 2.4 Identify new groups and organizations that would benefit from belonging to the CIF-IFC;
- 2.4 Align new members recruitment strategies with the overall mission and mandate of the CIF-IFC;
- 2.6 Evaluate the effectiveness of recruitment and retention activities;
- 2.7 Recommend strategies to increase the effectiveness of the membership database.

3.0 Membership

The Membership Committee is chaired by the Past President and comprised of those CIF-IFC members who volunteer or who are invited to sit on the Committee by the Chair. The Membership Committee will consist of no fewer than five members at large, plus the Past President. The membership of the Membership Committee should reflect the diversity of the membership. Committee members are appointed by the Past President with the intention that members will serve for a two (2) year term.

4.0 Conduct of Membership Committee

- 4.1 The Membership Committee will be chaired by the Past President
- 4.2 Meetings will be scheduled no less than four times per year, or as the committee may otherwise determine
- 4.3 While most Membership Committee business can be conducted without voting, on those occasions here a vote is required, each Board member in attendance at a meeting shall be entitled to one (1) vote. If a member is unable to attend a meeting, his/her vote may be sent to the Committee Chair in writing (email or letter)
- 4.3 Robert's rules of order shall prevail if reference to rules of orders is required
- 4.4 Most meetings will be held via teleconference

5.0 Responsibility of Committee Members

The Membership Committee members are responsible for pursuing the vision and terms of reference of the Committee. To this effect, members participate in all discussions pertaining to membership and work on projects or issues brought forward by the Committee, the Board of Directors, the sections and the members as appropriate.

6.0 Accountability

The Membership Committee reports to the Board of Directors through the Committee Chair.

7.0 Meetings and Reporting

- 7.1 Throughout the year communication will take place primarily through e-mail. Conference calls will be arranged by the Chair. Meetings are minuted by the Secretary who will be any staff of the Institute.
- 7.2 The Committee shall report formally to the Board on its proceedings throughout the year and provide regular communication of the plans and activities of the Committee to the membership
- 7.3 The Committee will provide a short synopsis of annual Committee actions for inclusion in the Annual Report