

Membership Committee – Terms of Reference

The purpose of the Membership Committee is to oversee and participate in the retention and recruitment of members to the Association.

Membership

- The Committee Chair shall be appointed by the FSAC Board.
- All members of the Committee shall be members in good standing with FSAC.
- There will be five (5) to nine (9) members of the Committee with the precise number being at the discretion of the Committee Chairperson.
- The committee will be comprised of at least one (1) member in each of the following categories: funeral director, cemetarian, cremationist, supplier, associate member.
- Ex Officio Committee Members: President and Executive Director (non-voting)

Terms of Office

- The Chair shall be eligible to sit for three (3) consecutive one (1) year terms.
- The term for all other members is two (2) years, renewable.

Accountability

The committee will take direction regarding projects and activities from the FSAC Board of Directors. The Membership Committee members are responsible for the following:

- Working with staff to identify new members for recruitment.
- Offering input for continuous improvement to services offered by the Association.
- Conducting exit interviews with members who have not renewed their membership in an effort to improve member retention and benefits.
- Reviewing membership categories and offer recommendations to the Board of Directors on membership fees and categories.
- Seeking out opportunities to liaise with the provincial associations in identifying the benefits of membership within the professional associations.
- Reviewing the committee TORs annually.
- Establishing an annual Committee budget.
- Reporting to the Board at least quarterly or more often as required on committee activities.
- Any other activity as directed by the Board.

Chair of the Membership Committee

- The Chair shall be responsible for chairing the meetings, ensuring the meetings move forward efficiently, and for developing quarterly reports on Committee activities for the Board.
- The Chair shall liaise directly with the Board of Directors of FSAC on a regular basis to ensure appropriate planning for strategies and liaison with other committees as may be appropriate from time to time.

Meetings

- The committee will meet annually in-person at the FSAC convention.
- A one-hour teleconference meeting will be held every two months, or more frequently as required.
- Meetings may be held in person, or electronic means such as telephone or videoconference.

Quorum

- Quorum shall be a majority of the membership of the committee.

Governance

- Recommendations and decisions of the Membership Committee, to the extent decisions may be rendered, shall be made by consensus.
- Quorum shall be required at meetings where a decision and or recommendation are being made.
- Votes are passed based on the majority of those present.
- All decisions and or recommendations shall be submitted to the FSAC Board of Directors for final approval.

Record – Keeping of Decisions

- The Chair shall ensure that a record of all decisions and recommendations of the Membership Committee is maintained.
- The Chair may appoint a recording secretary as appropriate.

