

GRAND RIVER CHAPTER

Policy:	D.6
Draft:	December 2017
Approved:	
Revised:	

Membership Committee

Mandate: The committee has a mandate to grow and retain membership in the Grand River Territory.

Responsibilities include:

1. To review and recommend “approval” of all new members
2. To increase membership and to maintain existing members by providing assistance as needed, working with other committees to ensure members see value
3. To survey membership and provide regular membership updates
4. Keep welcome package up to date and have a presence at events to promote the Chapter
5. Create promotional items with board approval
6. Responsible for all Social Media set up and maintenance including content (Facebook, Twitter)
7. Marketing, Digital and Press Releases
8. Website Content and updates

Reporting:

Committee is accountable to the CCI-GRC Board of Directors

Committee Structure:

Committee Chair

- Nominated by the committee and approved by the Board of Directors
- Serve an annual term, renewable until a successor is appointed
- Preside over all meetings and set meeting agenda
- Appoint a record keeper to take minutes to be provided to GRC-administrator for filing
- Attend CCI National Membership meetings or arrange for an alternate to fulfill that duty
- Appoint and oversee any Sub Committees (eg Social Media)
- Keep the Board up to date on membership, including suggested initiatives to improve member experience, membership numbers and retention

Board Liaison

- Link between the committee and GRC-Board of directors
- Provide committee updates to the board

Members

- All CCI members in good standing encouraged to serve on the committee
- Take on responsibilities as assigned to ensure mandate is fulfilled

Meetings:

- Committee chair to determine frequency and meeting venue
- In person or teleconference
- Minutes to be made available to Chapter Administrator