

Terms of Reference

Membership Committee

1.0 Introduction

The Membership Committee was established to guide membership growth, retention, and the management of member records.

2.0 Authority

The Committee has a mandate to develop strategies to attract new members and provide retention initiatives for members. The initiatives require approval from the APCO Board of Directors prior to implementation.

3.0 Composition and Term

The Committee consists of up to six members from across Canada who:

- Are current APCO members.
- Believe in APCO's mission, vision and values.
- Have experience within the Public Safety Communications industry.
- Willing to participate in other events to promote APCO memberships.
- Will agree to serve on the committee for a minimum two year term.

Preference will be given to members willing to serve a minimum of 2-years on the committee. Preference will be given to members with experience in marketing, PR or membership initiatives.

4.0 Decision Making

Recommendations regarding membership initiatives from the Membership Committee will be submitted to the Board for approval. Once approved, they will be forwarded for implementation.

5.0 Meetings

The committee will meet once monthly over teleconference with the option of a face to face at the annual conference. Additional meetings will be determined by the Chairperson on an as needed basis.

6.0 Role

The committee will develop a plan to identify strategies for membership growth by:

- Research and develop strategies for membership growth and retention.
- Identify methods to promote APCO and increase membership benefits
- Maintain membership records

7.0 Accountability

The Chairperson will report monthly to the representative APCO Canada Board Member to review committee work, progress, and upcoming initiatives.

The representative APCO Canada Board Member will provide regular updates to the APCO Canada Board of Directors.