



TERMS OF REFERENCE

Committee Name

The Membership Committee.

Type of Committee

The Membership Committee is a standing committee of the CCLA with an indefinite term.

Mandate

The Membership Committee assists the Trustees and staff to develop and implement strategies designed to maintain, recruit and increase membership levels annually and to encourage and promote diversity within the CCLA membership.

Functions/Responsibilities

The responsibilities of the Membership Committee are to:

- Identify potential member target groups for the CCLA
- Plan, coordinate, deliver and evaluate various membership recruitment and retention strategies and programs in consultation with the CCLA's Membership Services Assistant
- Ensure effective communications exists with Members, Membership Services Committee & the CCLA
- Take steps to ensure that CCLA events and benefits are appropriately marketed and visible to CCLA members and potential members
- Promote the value, benefits and relevance of CCLA membership to existing and prospective members
- Make recommendations to the Board of Trustees with respect to issues concerning membership structure and pricing
- Meet twice annually, once in the spring and once in the fall, to plan, coordinate recruitment and renewal drives
- With the approval of the Board collect feedback and input from CCLA members for the purpose of better understanding the needs of CCLA members

Accountability

The Membership Committee is accountable to the Board. The reporting obligations of the Committee may, at the Board's discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

Membership

The Committee Chair/Co-Chair is appointed by the CCLA President with the assistance of the Membership Committee Chair/Co-Chairs.

All other members of the Committee are appointed by the CCLA President with the assistance of the Membership Committee Chairs/Co-Chairs.

The Committee shall contain eight to twelve voting members, appointed by the CCLA President and shall include:

- at least one committee member from each of the 4 areas of practice: Civil Litigation, Criminal, Family Law, Solicitors
- at least one member of the Diversity Committee
- at least one member of the Paralegal Committee
- at least one student member

All Committee Members must be members in good standing of the CCLA.

Notwithstanding the foregoing, a non-CCLA member may be a member of the Committee.

The CCLA Executive Director is an *ex officio* member of the Committee.

The President shall have the right to appoint a member of the Board or of the Executive committee to sit on the Committee, either as a member or *ex officio* member.

The Chair of the Committee shall be primarily responsible for the function of the Committee and its accountability.

Term & Renewal

The Committee Chair and/or Co-Chair shall have an initial term of three years, commencing on February, 1st, which shall thereafter be renewable on an annual basis as provided under the CCLA's Committee and Communication Policy.

All other committee members shall have a term of one year, commencing on February 1st each calendar year, renewable as provided under the CCLA's Committee and Communication Policy.

Vacancies

The Membership Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the CCLA Committee and Communications Policy, including, in particular, the commitment of the CCLA to diversity in committee memberships, as set out in subparagraph (iv) of the Vacancies section of the Policy.

Decision Making Protocol

The Membership Committee shall make every reasonable effort to make decisions by consensus and in accordance with the CCLA Committee Policy.

Conduct & Communications

Each Committee member, upon becoming a member of the Committee, agrees to be bound by any Board-approved policy, including but not limited to the Committee and Communication Policy and the CCLA Committee Members' Code of Conduct posted on the CCLA website.

Meetings

The Membership Committee shall meet as frequently as is necessary to accomplish the functions/responsibilities outlined above. The CCLA shall pay for reasonable expenses incurred for meetings of a committee up to a maximum of ten meetings per year.

The Committee may invite guests to a meeting or a series of meetings, provided the attendance of any such guest at the meeting(s) is communicated to and approved by the Executive Director.

The President may attend, or may appoint a delegate from the Board, to attend any one or more meetings of the Committee.

Budget and Spending

All spending of the Committee will be controlled by and will require approval of CCLA staff, who shall be guided by the annual CCLA budget approved by the Board for each fiscal year.

Approved by the Board: April 19, 2017