Membership Committee - Terms of Reference

Approved by the Board of Directors: ________________

Date: December 6, 2016

Mandate and Purpose
The Membership Committee exists to form a linkage between the Board and Members as owners. Owners are concerned about the continuing evolvement of the Human Resources profession and its growing recognition within the business community and by the general public.

The committee will ensure timely and strategic communication and education of members and potential members of developments relating to their profession and the CPHR designation such as the national commitment to move a level four and self-regulated profession.

The Committee will seek to understand members’ varied positions on ownership issues and develop recommendations for the Board on communication strategies.

The Membership committee are CPHR ambassadors that identify and recommend opportunities to promote the value of the CPHR designation to members and external stakeholders as well as continually develop its value proposition. They seek to instill pride in the Human Resources profession knowing that its future evolvement will continue to grow to the same level as the accounting or engineering designation.

Responsibilities
❖ Develop recommendations to the board on plans, strategies and tactics regarding communications to the members on matters arising of the strategic plan and committee work - professional standards, legislative review, governance, awards, AGM and other membership meetings as well as financial matters and CPHR Canada communications from the Chair;
❖ Identify ownership issues to address in an annual survey of members and utilize external resources as well as staff resources to develop and conduct a professional survey. Examples of ownership issues include self-regulation, the evolvement of the HR Profession and CPHR;
❖ Be Ambassadors communicating the value of the CPHR designation. Identify and engage CPHR ambassadors from the urban and rural membership;
❖ Attain pertinent member information on demographics, trends and other factors that will be essential in Board decision-making. The committee seeks to understand potential barriers to attaining the CPHR and provide recommendations to the Board to address barriers;
❖ Ensure CEO surveys members on engagement and satisfaction and review the results annually;
❖ Ensure CEO surveys CPHR Manitoba participants of CPHR Manitoba events on participant satisfaction;
❖ Research and recommend membership fees by performing an analysis and comparison of other provinces’ membership fees to Manitoba

Composition
Chair: Board member appointed by the Board on the recommendation of the Nominating Committee
Committee: Two additional Board and Committee Members plus additional members of the association appointed by the board and based on the recommendation of the Nominating Committee. The number of association members will vary depending on the strategic plan and related initiatives arising from the plan. The Board Chair may sit ex-officio on any committee and should be invited to attend all Committee meetings (although attendance is optional). The CEO often is required to assist the committees with their work and may attend committee meetings at their request.

Frequency of Meetings
❖ Ideally committee meets once a month; however, the Chair will decide required meetings to meet their mandates.

Conflict of Interest
A conflict exists at any time when an individual’s judgement is impaired due to other factors. It is the responsibility of the individual to self-declare any potential conflicts. The potential for real and perceived conflict of interest exists in not only the Board, but with members who participate on committees. This policy applies to both board and committee members.

• Board and Committee Members must avoid conflict of interest with respect to their responsibility:
  o There must be no self-dealing or any conduct of private business or personal services between any Board member and the Association except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
  o When the Board or a Committee is to decide on an issue, about which a member has an unavoidable conflict of interest, that member shall absent her or him without comment from not only the vote, but the deliberation as well.
  o Board Members must not use their positions to obtain employment for them, family members, or close associates. Should a member desire employment, he or she must first resign.
  o Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
  o Any Board member or Committee member serving on an awards committee or any Board member where the Board is making the selection must remove themselves from the deliberation and the decision when the potential nominee or recipient is:
    • The owner, employer or the employee of the board or committee member;
    • A work colleague of the board or committee member;
    • A family member of the board or committee member; and
    • Any other situation identified by the Board or Committee where an individual’s objectivity may be impaired.

  The above would apply in the following situations:
  • Choosing speakers
  • Awarding contracts/choosing service providers
  • Selecting award recipients
  • Member discipline, accreditation and assessment
  • Creating strategic partnerships

  It is incumbent on an individual board member or committee member to remove him or herself from any discussion and decision when he or she feels that objectivity is impaired; and
• Should it be unclear as to whether a real or perceived conflict of interest exists, the decision will be made by vote of the Board or Committee.