

## **Membership & Communications Committee**

### **Terms of Reference**

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#### **1. General Purpose**

1.1 The Membership & Communications Committee (the “Committee”) supports the CICan Governance and President’s Office Professionals (GPOP) Board of Directors (the “Board”) by:

- a) promoting the association to external audiences and facilitating the dissemination of information to the existing membership; and
- b) developing initiatives to attract new members, retain current members, and re-engage past members.

#### **2. Specific Responsibilities**

2.1. The Committee has the following specific responsibilities:

- a) maintaining an accurate list of members;
- b) recruiting new members;
- c) using the GPOP website and social media to engage with members;
- d) designating a Board member to be the dedicated photographer and/or social media contact for the annual conference;
- e) ensuring the overall quality, content and effectiveness of the GPOP website;
- f) recommending membership and communications initiatives to the Board of Directors;
- g) providing periodic reports and updates to the Board of Directors.

#### **3. Membership and Quorum**

3.1. The Committee has a minimum of three (3) voting members, including the Committee Chair.

3.2. A quorum for Committee meetings consists of a majority of voting members of the Committee.

4. **Meetings and Organization**

The Committee -

- 4.1. Has an annual work plan.
- 4.2. Meets at least quarterly with pre-determined dates and agendas. Meetings may be held in person, by conference call, email or on-line forum.
- 4.3. Holds special meetings as required.

5. **Other**

The Committee -

- 5.1. Reports regularly to the Board, through the Committee Chair, on their activities.
- 5.2. Reviews annually their Terms of Reference to ensure they meet the current needs of the Board.
- 5.3. Presents changes to their Terms of Reference to the Board for approval.
- 5.4. Assesses annually the Committee's performance in carrying out its duties.