

Terms of Reference

Membership Committee

EODSA Operations Committee

Mandate

The Membership Committee is responsible for the development of the association's membership.

Objectives

- Review and make recommendations of changes to membership categories
- Review and make recommendations on parameters for new membership
- Review and make recommendations as to obligations that may be associated with membership

Composition

There will be a maximum of 6 members of the committee, including the Chair. Members of the Committee, including the Chair, will be appointed by the Executive Director within one month of the AGM, or as required. The Executive Director is a member ex-officio of all Operational Committees and may appoint a designate to represent him or her. As this is an operational committee, EODSA Board members are not eligible to participate.

Reporting Structure

The Membership Committee reports to the Executive Director. Any recommendations of the Committee will be presented to the Board by the Executive Director, as written by the Committee. An expectation of the committee is that it provides a summary to the Executive Director of current discussions and recommendations. A committee member who disagrees with the summary can provide supplementary notes.

Appointment Duration

Members of the committee will serve one-year terms, which dissolve immediately after the AGM.

Meetings

The Committee will meet at the call of the Chair, at least two times annually and conduct correspondence and teleconferences at the discretion of the chair.

Review & Approval

The Board will review the committee's Terms of Reference and performance annually.

Version Control

Date	Version Number	Created by	Reason
October 2019	1.0	Vicki Lowe	Draft
November 2019	1.1	Vicki Lowe	After consultation with President
November 2019	1.2	Vicki Lowe	Adopted by Board