

Source of Authority: Board of Directors

Direction from the Board will be communicated through the Committee Liaison Officer, but authority for providing direction will rest with the Board. Any recommendations concerning committee operations will be made through the Committee/Group Chair.

Composition: 10 members

Term of Office: 2 years, 3 consecutive terms maximum

Purpose: To liaise with prospective Co-operative (henceforth, Co-op) applicants by (i) providing information about the responsibilities and privileges of membership, (ii) conducting in person interviews, and (iii) making recommendations for membership to the Board of Directors.

To welcome new members to the Co-op, and foster their participation in the life of the community, in collaboration with other members, Staff, and the Board of Directors.

Article I Specific Duties and Responsibilities

- a) To interview Co-op applicants in order to establish whether they meet the criteria for membership.
- b) To provide applicants with information about the Co-operative.
 - i. *The Membership Committee organizes Information Sessions for prospective applicants, before interviews are held, in order to inform the public about the Co-operative mission and values, and the opportunities and expectations for collaboration once the applicants become members.*
 - ii. *The responsibilities of the Membership Committee shall include (i) preparing and updating the material to be presented at the Information Sessions, (ii) scheduling, organizing the Information Sessions, and (iii) delivering the Information Sessions, including answering potential questions during such sessions.*
- c) To make recommendations to the Board of Directors concerning acceptance or rejection of applicants.
- d) To propose and update Membership Policies for Board and membership approval in such areas as Member Selection, Application Procedures, interviewing, waiting lists, committee structure and Occupancy Policies.
- e) To report to the Board of Directors and at General Members Meetings, regularly. This may

require the generation of written reports. Short summaries may also be produced and published in collaboration with the Newsletter Committee. These documents will be filed in the Membership Committee Binder stored in the Office.

- f) To establish a clear annual budget for planned projects and activities, and the resources needed for their implementation.
- g) To establish and maintain good working relationships with other Co-op Committees with the purpose of foster citizenship and participation in the life of the community.
- h) The Membership Committee merged together with the Welcoming Committee:

Welcoming responsibilities:

- i. To meet with each new member to explain Co-op history, functions, procedures, and to find out what volunteer activities they would like to become involved with.
 - ii. To help new members settle into the Co-op, by offering answers to possible questions, support in exploring the facilities, help to connect with the Staff, neighbours and other members, and by personally introducing them to their Committee of choice.
 - iii. To plan and carry out welcoming activities for new members.
 - iv. To review and update the Member Move-in Kit when necessary, in consultation with Staff.
 - v. To propose and update Member Orientation Policies, and seek Board and membership approval.
 - vi. To help organize an event during Co-op Week in October each year.
- i) Evaluating responsibilities: At the beginning of each 2-year term, the Committee will
- i. Review how many of the *current projects (in Italics under Article I)* of the closing 2-year term have been achieved and by what time;
 - ii. Write up what the *current projects* for the incoming 2-year term are and estimate realistic deadlines.

Article II Meetings

- (a) Quorum shall be 50% plus 1 of the Committee/Working Group, including any vacant positions.
- (b) Meetings shall be held once per month or more often as required.
- (c) An agenda shall be prepared by the Chairperson in consultation with the staff representative prior to each meeting
- (d) Meetings shall be closed to non-committee members due to the confidential nature of the business. If members wish to attend a meeting to discuss a particular item of business , the item will be put on the agenda and they may attend that portion of the meeting. members.

Article III Minutes

- (a) Minutes are to be recorded at all Committee meetings, and distributed to Committee members, Committee Liaison Officer and to the Staff representative as soon as possible after the meeting. These minutes should be marked as “DRAFT”
- (b) Once the Committee has approved the minutes, they are to be distributed as follows: Committee, Office (Committee), and Committee Liaison.
- (c) All confidential matters considered by the Committee shall be recorded in a separate confidential section of the minutes.
- (d) The committee secretary shall be responsible for maintaining a master Binder of approved minutes. The Committee will store this binder in the office.

Article IV Committee Member Responsibilities

- (a) Attend all meetings of the Committee/Group unless prevented from doing so by ill health, or by work or family commitments. When a member is unable to attend a committee meeting, that member must inform the Chairperson or the Co-op office of that member’s inability to attend as much in advance of the meeting as possible.
- (b) Sit on the Committee/Group for at least one year
- (c) Give at least two months’ notice if planning to leave the Committee
- (d) Take an equal share of the Committee’s/Group tasks, contribute constructively to decision making and carry out any specific duties assigned by the Committee/Group
- (e) Be familiar with by-laws and policies and procedures of the Co-op
- (f) Respect the confidentiality of matters considered by the Committee/Group, and matters to which the Committee has access
- (g) Elect a Chair and secretary annually from among its members (October/November meeting), or if the position falls vacant.

Article V Committee Assignments

SECTION 5.01 CHAIR:

The Chair’s responsibilities are to:

- (i) Book meeting rooms, ensure that all committee/group members are notified of meeting dates and times are properly posted on co-op Calendar
- (ii) Prepare and distribute an agenda for each meeting (in consultation with other committee/group members)
- (iii) Chair meetings of the Committee/Group
- (iv) Ensure that clear decisions are made on each item of business and that committee/group members have an opportunity to speak.
- (v) Ensure that the committee/group develops a plan to recruit new members when vacancies occur
- (vi) Carry out annual review of its functioning, including its Terms of Reference and any by-laws, policies and procedures under which it operates in conjunction with the Committee Liaison Officer.
- (vii) Prepare Reports for the Board and an annual report for the Members in October
- (viii) Call for volunteers from the committee for the position of Secretary.

SECTION 5.02 SECRETARY:

- (a) The Committee/Group will elect a Secretary annually, or more often, if the position falls vacant.
- (b) The Secretary must be a member of the Committee
- (c) The Secretary's responsibilities are to:
 - (i) *The Secretary will take minutes of each meeting.*
 - (ii) *The Secretary will ensure that a copy of the minutes is placed in the committee Master Binder and distributed as noted in Article III promptly and prior to the following meeting.*

SECTION 5.03 BOARD LIAISON OFFICER

- (a) Facilitate good communication between the Board and Committee.
- (b) Committee functioning to help ensure that the committee is fulfilling the responsibilities delegated to it
- (c) Help ensure that the Board takes responsibility for providing any support that the Committee may need to fulfil its responsibilities.
- (d) Advise the Board to provide support that the Committee needs to fulfil its responsibilities
 - a. Attend committee meetings as routinely as possible
 - b. Communicate with the Committee Chair to review Committee operations
 - c. Provide the Board with any information it may require to make decisions on Committee recommendations.

Article VI Removal of Committee Members

- (a) A Committee/Group member may be asked to clarify their position on the committee after missing three meetings without explanation.
- (b) The procedures prescribed in the Organizational By-Law will be followed for removing a committee member.

Article VII Filling Vacancies

- (a) When there is a vacant position on the Membership Committee and the Membership Committee maintains a quorum, the Committee may seek a volunteer from among the general membership to fill the vacancy. The Committee will recommend the replacement for appointment by the Board

When the Membership Committee does not have a quorum of members, the Board shall seek volunteers from the general membership to fill the vacancies. The Board may appoint as many members as required to fill any and all vacancies.

Article VIII Confidentiality

- (a) All members shall keep confidential all matters considered by the Membership Committee of a confidential or private nature.
- (b) All members of the Membership committee will sign and comply with the Co-op's Conflict of Interest and Confidentiality Agreements forms, plus the Conflict of Interest Policy for Membership.

Article IX Evaluation

Maintaining healthy waiting lists.

Article X Sustainability

The Chair of each committee is responsible for distributing copies of the Co-op's Environmental Policy to all committee members and reviewing the policy. The committee should think about how it plans to incorporate the principles of the sustainability policy into its activities.

Article XI

Equity and Representation

Our goal as a co-op is to try to have the leadership of our co-op, including the Board of Directors and committees, representative of our multi-racial, multi-cultural, and multi-faith community. Committees are encouraged to think about how the projects we take on and events we organize reflect our shared values of building a participatory, multi-racial, 2SLGBTQQIA positive and barrier free community.

Date Approved by the Board of Directors April 28th 2021