

Terms of Reference

Membership Services Committee

Purpose

The Membership Services Committee provides services to members, subject to TRO's Bylaws and Board policies.

Composition:

1. The Membership Services Committee includes:
 - a. Two or more Board of Directors members appointed or elected by the Board of Directors as Committee Chair for a term of 2 years. The Committee Chair(s) act as a liaison between the TRO Board of Directors and the committee.
 - b. A maximum of 8 TRO Members who volunteer to participate in the committee.
2. The Board may make temporary appointments to the committee, to fill vacancies until a formal request for committee membership and selection process has been initiated and successfully concluded.
3. TRO's Executive Director shall be an ex officio member.

Meeting Frequency:

The Membership Services Committee shall meet a minimum of four times per calendar year or as frequently as needed. They may also meet at the request of the Board or Directors or Executive Director.

Duties and Responsibilities:

The Committee Will:

- Conduct, analyze, and share surveys to TRO Members. The Committee may act upon any outcomes that are revealed in the survey results.
- Work on a yearly TR Month campaign.
- Promote the recruitment and retention of members.
- Promote partnerships with other professional associations and stakeholders.
- Prepare documents or reports for the Board of Directors or TRO Members' consideration.
- Any other duties as identified.
- The Membership Services Committee is obliged to act on any other matters assigned by the Board of Directors or Executive Director.

Decision-Making and Quorum:

- A quorum of the committee is 51% of committee members, with one being a Committee Chair.
- In the event a member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.
- A committee member should not miss more than 3 meetings in a calendar year without prior communication with the Committee Chair(s) or TRO's Executive Director.
- Any repeated misconduct, as per TRO's By-Laws, may result in a committee member being dismissed from the committee.