



## **Terms of Reference**

### **MEMBERSHIP COMMITTEE**

#### **Name**

Membership Committee

#### **Type**

Standing – Operational Committee

#### **Purpose**

The Membership Committee is responsible for identifying ways of recruiting new members and ensuring they align with the overall goals of RAIC, identify services that should be provided to members, make recommendations to the CEO regarding bylaws affecting membership and changes in classes of membership and regarding membership dues.

#### **Scope**

##### ***Recruitment of Members***

- • Work with operations in developing strategies for membership recruitment.
- • Review annual membership survey and other data collected by operations.
- • Monitor and evaluate trends in membership.
- • Identify, targets and remove barriers to groups that would benefit from belonging to RAIC but currently do not.

##### ***Services to Members***

- • Evaluate on an annual basis the services and benefits offered to members and recommend to the CEO how to best serve the membership.
- • Identify services and benefits that should be offered to members.

##### ***Governance Related to Membership***

- • Report to the CEO issues with current bylaws and other governing documents related to membership.
- • Assist other RAIC committees as required by providing up-to-date membership information.

#### **Authority**

This is an operational committee reporting to the CEO or designate. Authority of the committee, or a member, to act on behalf of the RAIC is limited to that which is approved by the CEO or designate.



The committee shall not:

- maintain separate bank accounts or investments, purchase property or hire employees; or
- have the legal authority to sign contracts, incur liability on behalf of the RAIC or to otherwise bind the RAIC; or
- expand or alter its structure without express written permission from the RAIC CEO or designate.

## **Membership**

The Membership Committee is made up of 2 RAIC directors and 3 members at large who are in good standing with the RAIC. The group will include the Vice President of Member Engagement, as secretary and member of the committee. Committee composition may be altered at the discretion of the CEO and based on the work required of the committee.

All Membership Committee members are appointed by the RAIC CEO.

The Committee will, at its first meeting in each calendar year, select a chairperson from its members, who will serve as chair until replaced.

Candidates will be identified periodically through website postings and email solicitation. Applications will be evaluated by the CEO or designate and the Vice President of Member Engagement using the following criteria:

- experience in architectural practice; and
- knowledge and experience in <scope>; and
- experience with volunteer work; and
- written communication skills; and
- to be inclusive and reflective of the diverse membership of the RAIC, consideration will also be given to providing:
  - a variety in the type and scale of architectural experience; and
  - broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, northern Canada; and
  - representation of both official languages; and
  - diversity in gender identification, age, sexual orientation, ethnicity and ability.

## **Term**



Members will be appointed for a three-year term, on an iterative basis. With the goal of balancing continuity and renewal, 1 new member will be appointed each year. Current members, will each be asked to commit to 1, 2- or 3-year reappointment. Any appointment may be renewed by the CEO up to two times.

### **Meetings**

The Committee will meet at a minimum 4 times per year, organized by the Vice President of Member Engagement. Additional ad hoc meetings may be convened. A quorum shall consist of at least 60% of current members. Meetings will be held primarily by telephone or video conferencing.

The Vice President of Member Engagement, in consultation with the co-Chairs, will prepare and issue an Agenda, at least one week prior to a meeting. The Vice President of Member Engagement will prepare and circulate, via email, to committee members, shortly after the meeting, draft minutes of discussion and record of actions. Minutes will be approved by the Committee at the next meeting.

Members will communicate by email, telephone and video conference between meetings. Ad hoc meetings or team working sessions of a sub-set of committee members may be convened between regular meetings, without agendas or minutes being prepared.

Consensus will be the goal. In the absence of consensus, actions of the Committee will be decided by a simple majority of members present at a scheduled meeting of the Committee, which comprise a quorum.

### **Member Roles and Responsibilities**

Members are expected to:

- Review materials provided in preparation for a meeting
- Attend and participate in meetings
- Review and comment upon draft resources developed by the committee
- Assist in identifying emerging issues

### **Reporting**

The Committee is responsible to the CEO.

Copies of meeting minutes shall be retained by RAIC designated staff and RAIC National office.

### **Resources, Budget and Deliverables**



**RAIC | IRAC**  
Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada

The Vice President of Member Engagement is the primary staff resource to the Committee, and they will coordinate access to other resources within the RAIC, and contracted services where necessary, on behalf of the Committee.

If applicable, activities must be organized in collaboration with RAIC staff and with RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any activities.

The RAIC designated staff is responsible for oversight of committee budgets. The designated staff will provide financial updates to the committee according to RAIC policy and process, as required. RAIC will provide resources to facilitate meetings for example, tele/videoconference access. RAIC will provide operational support related to marketing and communication for committee work, as required and subject to RAIC policy and procedures.

Contracted or purchased resource expenditures, if required, will be budgeted for consideration and specific approval in advance aligned with RAIC annual budgeting and planning process. The Committee shall adhere to the Financial and Accounting Policies of the RAIC. The committee has no spending authority except as budgeted and authorized within the approved annual budget.

### **Deliverables**

Annual work plan by September 15<sup>th</sup>.  
Annual Activity Report by April 1<sup>st</sup>.

### **Review**

Terms of reference will be reviewed by the RAIC staff designate every year from date of approval of this document.