



Terms of Reference

Membership Committee

The Membership Committee is a Standing Committee, responsible to IAEM-Canada Board of Directors.

Members of Committees responsible to IAEM-Canada Council, shall be members in good standing of IAEM-Canada and shall adhere to governance of the IAEM-Canada Bylaws and IAEM-Canada Administrative Policies and Procedures. Standards of Behaviour and Code of Conduct, as defined by IAEM, will be strictly observed by all members.

Definitions

NGO – non-governmental organization

EM – emergency management

IAEM – International Association of Emergency Managers

Mandate

Develop and maintain a diverse membership base in terms of geography and different industries related to emergency management (EM) in Canada in accordance with the IAEM Canada Council Strategic Plan and governing documents.

Mission

The mission of the Membership Committee is to:

- a) Monitor and analyse membership data
- b) Recruit and retain members throughout the public, private, educational and NGO sectors; Assist regional councils, as needed, with member recruitment and retention.
- c) Ensure members have engagement and development opportunities
- d) Recognize the accomplishments of members

Working groups under the Membership committee will be created as necessary and will include an annual Awards Review Sub-Committee to provide members and groups in Canada with awards and recognition for notable contributions and projects. The committee will endeavour in short-term projects to support the mission, and additional working groups will be created as needed.

Awards Review Sub-Committee

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Since it is the policy and practice of the Council to recognise and honour persons who have made special or significant contributions to the field of emergency management and who have represented the profession well by their outstanding performance, the Committee will solicit nominations for awards, review nominations, interpret committee guidelines, determine eligibility, and assist in the procurement and presentation of awards at the Annual Conference.

The Membership Committee will also oversee nominations for elections and awards for the Council. This in no way precludes Regions from running their elections and constructing their own Awards.

Committee Positions

- One Committee Director for a two-year term.
- One Committee Assistant Director for a two-year term.

The committee Director shall be appointed by the IAEM-Canada Council Board of Directors. Members of the Committee may be removed, with or without cause, by a majority vote of the Board.

Procedural

In connection with the discharge of its duties and responsibilities, the Committee shall observe the following procedures:

1. Meetings: Meetings will be held, at a minimum, quarterly, or as assigned by the Director and at a time agreed upon by members of the committee. Notice of meetings will be at least two weeks ahead of the agreed meeting time and documents to be discussed will be shared in advance of the meetings in order for members to review them.
2. Place and Means of Meetings: The committee will hold its meetings via teleconference and web conference options will be used as long as IAEM Canada has access to a platform for such. Members will be provided a Canadian telephone number or publically accessible link to join the meetings.
3. Attendance: Committee members shall inform the Director or Assistant Director in advance if they will be absent from scheduled committee meetings. Absenteeism from three consecutive meetings will result in a special meeting with the Director to discuss continued participation.

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4. Quorum: Quorum will be met when a majority of committee members are in attendance at a meeting.

5. Other Attendees: When necessary, other Directors and non-Board members may be asked to attend a meeting(s) to provide assistance or information to the Committee. These invited guests will not be included in the calculation of quorum.

6. Meeting Minutes: Minutes will be prepared and forwarded to the Membership Committee Director for approval by the designated Note taker. In the absence of the Director, the Assistant Director shall approve the minutes. Once approved, the minutes will be distributed to the Committee. The Director is responsible for ensuring that Committee minutes are forwarded to the IAEM Global to be posted on the Website.

7. Reporting Dates: The Director of the Committee will report on a monthly basis to the Board of Directors, at a minimum, quarterly.

8. Communication: Communication with the IAEM-Canada Board will be carried out through the Membership Committee Director.

Expenditures

The Committee shall not expend any money, or bind the Corporation, or pledge its credit, or enter into any contracts on its behalf, without the express authority of the Board.

The Committee will have the opportunity to provide an annual budget to cover the awards campaign and other recruitment and retention activities, for approval by the Board.

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Specific Areas of Responsibility

In addition to any other duties and responsibilities assigned to it from time to time by the Board, the Committee’s specific areas of responsibilities are:

- Explore all areas for membership growth and monitor membership trends.
- Oversee awards nominations and recognition of members, as well as the Awards Review Committee.
- Provide new and renewing members with a welcome email and act as a resources members related participation in IAEM activities.
- Provide opportunities for members to connect to others in the field.
- Work with other IAEM Canada committees to develop and promote the benefits of membership and the CEM/AEM designation.

Other Resources

1. IAEM Canada Awards Nomination Forms.
2. IAEM Canada Awards Categories and criteria for nominations.
3. [Forthcoming in 2018] IAEM Canada Awards rating system for each awards category.

Review and Revision

The Terms of Reference will be reviewed upon the election of a new Director, or every two years. Review and revision will follow the Document Records Control Policy and Procedure.

All Committee members will indicate that they have read and understood these Terms of Reference on the attached sign off form and will forward the record to the Secretary or Director of Governance for compliance tracking.

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Revision History

Revision #	Date of Revision/Review	Page	Section	Purpose of Revision/Review/Amendment
0	March 19, 2018	All	All	Original

Approval

Approved by the Committee Director

Name: Heather Stager, Director Membership Date: 2/1/2018

Approved by the IAEM Canada Board of Directors

Name: Greg Solecki, IAEM-Canada President Date: 3/19/2018

Acknowledgement of Membership Committee

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I, Insert First and Last Name, am a member of IAEM-Canada in good standing and I have read and understood the Terms of Reference of the Membership Committee.

I agree to all terms and conditions within this Terms of Reference and will abide by this document and the IAEM-Canada Bylaws and IAEM-Canada Administrative Policies and Procedures.

I agree to the above statement

I do not agree to the above statement

Name: Insert First and Last Name _____

Date: Click here to enter a date.

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