

# **Membership Engagement Committee IAEM Canada**

## **TERMS OF REFERENCE**

### **AIM AND AUTHORITY**

Appointed by the Board of Directors of the International Association of Emergency Managers (IAEM) Canada, the Membership Engagement Committee for IAEM Canada assists the Board of Directors with the objective of increasing visibility and credibility of IAEM Canada, in support of the strategic direction of IAEM Canada.

The Committee shall assist with deliberations required for the fulfilment of the organizational mandate specific to membership engagement and unless specifically stated otherwise, the Committee shall act in an advisory capacity, recommending actions to the Board of Directors for approval prior to implementation.

### **COMPOSITION**

The Committee is composed of a minimum eight (8) volunteer members and a maximum twelve (12) members, in good standing with IAEM Canada, as follows:

- ✓ One (1) Chair (Director)
- ✓ One (1) Vice Chair
- ✓ One (1) Student Member
- ✓ One (1) Secretariat
- ✓ Four (4) Members at large representing as broad a cross-section of membership as possible i.e. government, non-government organizations, industry, business, students and educational institutions; and where possible a cross-section of geographical representation across Canada.

Members are appointed by the Membership Engagement Committee based on broad representation of membership and geography; as well as skills required to fulfill the mandate of the committee.

If the Chair of the Committee is not present at any meeting of the Committee, the Vice Chair will chair the meeting. If neither the Chair nor the Vice Chair are present at a meeting and a chair has not been previously identified, the chair for the meeting shall be chosen by the Committee from among those members present.

## **COMMITMENT**

Membership on the Committee is by two-year term subject to re-appointment; unless sooner terminated. No member may serve longer than two (2) consecutive terms.

Anticipated time commitment is five (5) hours per month on average for a member, and ten (10) hours per month on average for the Chair and/or the Vice Chair.

Members are required to actively participate in committee meetings and any ad-hoc committee working groups in order to remain a member in good standing.

A member may terminate their membership in the Membership Engagement Committee by submitting a formal request to the Secretary, Chair, or Vice Chair.

## **MEETINGS, QUORUM AND VOTING**

- The Committee shall meet a minimum eight (8) times a year. The majority of meetings will be via conference call. The Chair, in cooperation with the Vice Chair, may call additional meetings as may be required to fulfill its obligations.
- An Agenda and associated material shall be sent to Committee members prior to each meeting.
- A quorum will be a majority of the members (50% plus 1).

## **MINUTES AND REPORTING**

- All recommendations, decisions or directives shall be recorded in the minutes to the meeting.
- A draft copy of the minutes approved by the Committee Chair shall be circulated to the Committee prior to the next Committee meeting.
- Recommendations arising out of the conduct of business of the Committee shall be raised to the Board of Directors for decision.
- Approved minutes will be posted on the IAEM Canada website.

## **DUTIES AND RESPONSIBILITIES**

The Committee shall have the following duties and responsibilities:

- Participate in meetings and work closely with other members of the committee.
- Establish and/or provide expertise and input into the identification of opportunities and threats affecting IAEM Canada within the scope of the Membership Engagement Committee.
- Participate in the development of objectives and plans.
- Explore all areas for membership growth throughout the public, private, educational and NGO sectors.

- Increase the visibility and credibility of IAEM Canada.
- Encourage members to pursue CEM and AEM professional designation.
- Source out tradeshow, conferences and symposiums where IAEM Canada can recruit members and illustrate the benefits of membership.
- Serve as a clearinghouse of information and conferences, programs and resources in the area of emergency management.
- Recognize members' accomplishments / profiles.
- Implement a sustainable IAEM-Canada Council Awards program.
- Work collaboratively with the Communications and Marketing Committee to promote and align membership activities and communications via IAEM Canada social media accounts.

## **GENERAL GOVERNANCE**

The Committee shall have the following general duties, functions and responsibilities to:

- Adopt an Annual Work Plan to ensure that duties and responsibilities listed in the Terms of Reference are scheduled to be achieved;
- Provide a report on progress to the Board of Directors on an as-needed basis.

## **CONFIDENTIALITY**

All deliberations of the Committee, and all records, material and information pertaining to the International Association of Emergency Managers Canada obtained by a member of the Committee shall be considered strictly confidential.

## **REVIEW AND REVISION**

The Terms of Reference will be reviewed upon the election of a new Chair or every two (2) years.