



Alberni Valley Chamber of Commerce Membership Committee-Terms of Reference

Purpose

- To actively consider and monitor the satisfaction of the members of the Alberni Valley Chamber of Commerce while reviewing and setting direction appropriate for the continued success of the Alberni Valley Chamber of Commerce as a member driven organization.

Composition

- The committee will be composed of a minimum of three (3) representatives from the Board of Directors at least one of whom will be from the Executive Committee who will also serve as the Chair of the committee (the “Chair”).
- Additional members of the Chamber may be appointed to the committee by the Chair with approval of the Executive Committee of such appointment. The Board will also be advised of any change in makeup of the committee.
- The Chair will endeavour to ensure that the size of the committee balances the need for resources against the challenges that can occur with too large a committee.
- The Executive Director (and/or designate) will be an ex-officio member/s of the committee.
- A majority of committee members will constitute a quorum.

Duties and Responsibilities

- Oversee the strategic priorities as assigned to it by the Board of Directors as they related to member relations.
- Engage in regular review and oversight with respect to membership additions and cancellations, program delivery, and event management.
- Work with staff to provide feedback on the Chamber’s annual membership satisfaction survey.
- Regularly attend Chamber events to welcome and introduce new members.
- Assist staff with sales and retention initiatives, as needed.

- Act as the “voice of Chamber membership” at general meetings.
- Assist staff in communicating the benefits of being a member of the Alberni Valley Chamber of Commerce.
- Serve as a sounding board to Alberni Valley Chamber staff to enhance the value of membership.

Authority

- The committee derives its authority from the delegation of responsibility by the Board of Directors through the approval of the creation of the Membership Committee and the approval of these Terms of Reference.
- Any decision of the committee that may have an operational impact (i.e. financial impact) requires approval of the Executive Director or the Executive Committee.

Accountability

- The committee will report to the Board of Directors at each Board meeting (a short Meeting Summary report will be prepared by staff to assist with this reporting).
- The committee will establish goals for the term at its inaugural meeting and continually review and report to the Board on progress on achieving those goals.
- The Chair should be prepared to speak to the work of the committee and how that work has contributed to the Chamber’s mission.

Meeting Logistics

- Meetings will be held quarterly or more frequently as considered necessary by the committee.
- Unless otherwise determined by the committee, meetings will be held the second Wednesday in January, April, July, & October.
- Meetings will be held in the Chamber Boardroom unless otherwise scheduled elsewhere by the Chair in consultation with the Executive Director

Staff Resources

- Staff resources, when reasonably available, will be provided through the Executive Director or designate as needed