

## **MEMBERSHIP COMMITTEE TERMS OF REFERENCE**

### **Purpose**

The purpose of the Membership Committee (the Committee) is recruitment and retention of CHFS members to optimize the Society's activities and resilience. The Committee was first confirmed in 2023.

### **Membership**

The Committee is to represent proportionally as much as possible the breadth of CHFS' membership, including:

- Geographic & regional representation
- Gender
- Academic/community

The membership of the Committee shall consist of a minimum of five (5) members to a maximum of seven (7), including:

- One (1) Chairperson, appointed by the CHFS Executive
- At least one (1) Allied Health Professional/Nursing member
- At least one (1) Early Career member (determined as first seven years of practice)
- At least one (1) Member-in-Training

The term shall be two years in length and on a staggered basis to ensure continuity.

### **Selection**

- A call for Committee members will be advertised each year in May to replace retiring members.
- The Committee Chair will select new members from the list of candidates prepared by the CHFS Secretariat from the call.
- When required, a new Committee Chair will be identified by the CHFS Executive from the call for members.

### **Specific Mandates**

- CHFS ambassadors and regional champions.
- Recruitment and retention of CHFS members to optimize the Society's activities and resilience.
- Assist CHFS operations in developing strategies to increase member engagement in CHFS activities.
- Provide overall expert advice for current, new, and suggested programs and services as required.
- Assist CHFS operations in the development and implementation of survey tools such as membership needs assessments and satisfaction surveys.

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- Help in identifying the specific needs of various membership segments and ways to address them.
- Assist in following up with members who have not renewed.
- To carry out other duties as may be assigned by the CHFS Board of Directors.

### **Meetings**

The Committee will conduct meetings at least twice a year and as often as necessary to accomplish its purposes.

### **Reporting**

The Committee shall provide minutes of its meetings to the CHFS Executive. Matters of substance shall be referred to the CHFS Executive for consideration and final decision. An annual report will be presented at the CHFS Annual General Meeting each year.

### **Accountability**

The Committee is accountable to the CHFS Board of Directors and Executive.

**Last Updated: May 4, 2023**  
**Last Approved: May 13, 2023**