

# Membership Committee

## Job Description

---

**Purpose of the policy**

To ensure the co-op has in place an equitable and consistent process for applying member selection criteria, managing waiting lists, and allocating units

**Source of authority:**

- committee members are approved by the board (refer to Rule 20)
- the committee is accountable to the board
- the committee reports to the board monthly and the general membership at general meetings.
- committee members may be removed by the board

**Committee size:** minimum of four, maximum of nine

**Term of office for Chair:** one year, no greater than a continuous period of three years

**Chair:** the members of the committee elect the chair annually, in January  
Members of the committee are not restricted in their term of membership

**Quorum:** three committee members.

A member will be able to vote on committee matters after having attended at least two meetings in advance

Members missing three meetings in a row without sending regrets will no longer be on that committee

Committees are responsible for their budget and must receive approval of the Board for any single expense of more than \$ 500.00  
with the exception of the Maintenance Committee whose limit is \$ 5,000

Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPA guidelines

---



## **Duties and responsibilities**

### Applications

1. Recruit, receive and maintain applications for membership in co-operation with staff

### Applicant, external and internal lists

2. Maintain, monitor, and manage an applicant list in co-operation with staff

### Orientation and interviews

3. Conduct interviews as necessary
4. Review interview results and recommend applicants to the board including their appropriate member status (principal, associate, joint)
5. Make sure new members receive a proper introduction to the co-op

### Member selection

6. Offer new members suitable units based on the co-op member selection criteria
7. Make recommendations for revisions or new policies
8. Provide training for membership committee members. Comply with the Personal Information Protection Act (PIPA) in the member selection process and the collecting, processing, storing and disposing of member selection materials
9. Keep confidential all applicants' and members' personal information, except where that information is required by a committee member, the board or other committees to carry out their responsibilities
10. Each committee member will sign a confidentiality agreement

Approved 20 September 2007  
replacing policy of 28 March, 2006

