

Terms of Reference

Membership Committee

Preamble:

The Membership committee has been convened on behalf of the CSAM-SMCA board and membership to address issues of concern to the society and its membership with respect to membership in the society.

Purpose:

The purpose of the committee is to recruit and retain membership in the society.

This will be accomplished through:

- Establishing and updating criteria for membership in the society.
- Establishing campaigns to recruit and retain memberships in the society.

Membership:

The committee will consist of a chair and a maximum of 6 members.

Chair and members must be CSAM-SMCA members.

Terms of membership are subject to periodic review and Board approval.

Frequency of Meetings:

The committee will meet quarterly; 3 teleconference meetings and 1 "in person" to coincide with the annual CSAM-SMCA Scientific Meeting, and more frequently as the need arises. Members are asked to commit to participate in a minimum of 50% of the teleconferences and to attend the "in person" meeting. Quorum at a meeting will be defined as 50% or greater of the committee members.

Decision Making Process:

Consensus. In the exceptional circumstance where consensus is unachievable, decisions will be decided by majority vote (50% + 1)

Reporting Process:

Committee will report on its activity regularly at board meetings and at the CSAM-SMCA annual general meeting.