



Membership Committee Terms of Reference and Mode of Operation

Approved: CRKN Board of Directors, October 14, 2004

Terms of Reference:

The CRKN Membership Committee is established by the Board of Directors as a Committee of the Board as per clause 14 of the Corporation's By-laws, and is responsible for:

- ensuring broad consultation with members regarding proportional sharing of CRKN costs and benefits, and policy issues to be addressed;
- consulting with other committees, including the Negotiations Resource Team and the Evaluation Committee, on financial and evaluation metrics that should inform cost-sharing policy decisions;
- recommending to the Board of Directors the cost-sharing model(s) and members' annual fee requirements.

Membership:

- Members of the Membership Committee shall be the four Directors designated by the regional groups as per clause 9(1)(a) of the Corporation's By-laws.

The CRKN Executive Director is entitled to participate in the committee but has no vote as a member of the committee. The CRKN staff may participate in meetings as resource personnel, as required.

Appointment Process:

- Committee members are appointed by the Board of Directors

Term:

- Until successor is appointed by designating regional group

Chair:

- The Chair is designated by members of the Membership Committee
- The Chair serves as liaison to Board of Directors

Meetings:

- Meetings may be held at any place as the Chair may determine

- Meetings may be held at any time provided written notice has been given to each committee member at least 7 days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of committee members
- Quorum for meetings is a majority of committee members
- The Membership Committee meets in person or by teleconference as often as required
- Additional deliberations may be conducted via email between meetings, as required
- In order to maintain the balance of representation and to ensure continuity and effectiveness of the Membership Committee, substitution of representatives at meetings is not permitted

Lines of Accountability and Communication:

- The Membership Committee is accountable to the Board of Directors
- The Chair of the Membership Committee reports on its activities to the Board of Directors, and submits written recommendations as required for the Board of Directors' consideration
- Minutes and documents of the Membership Committee are held confidential, and not for redistribution by committee members
- Distribution of meeting summaries, minutes and documents is handled by the Executive Director through the corporation office, to ensure accurate and consistent information is distributed to appropriate parties
- Upon approval of the minutes of Membership Committee meetings, the Executive Director posts a copy in the restricted Committees area of the website, accessible only to members of the Membership Committee and the Board of Directors
- Official documents and communications are made available in French and English

Financial and Administrative Policies:

- Service on the Membership Committee is non-remunerative
- Travel and meeting expenses for Membership Committee members are reimbursed according to the policies of CRKN and consistent with policies and procedures of the University of Ottawa
- Members of the committee will comply with Board-approved conflict of interest guidelines and procedures