

Membership Committee

Terms of Reference

Approved: 02/12/2017

1. AUTHORITY

The Membership Committee is a standing committee of the Canadian Institute of Planners. As such, it is mandated by and accountable to the CIP Board of Directors.

Please refer to the CIP Committee Manual for detailed information on policies and procedures.

2. MANDATE

The Membership Committee shall be responsible for the continuity and enhancement of CIP's membership offerings. Other duties include:

- Provide CIP members with quality services to enhance their professional skills and knowledge and enable them to increase the value they add to their clients;
- Oversee the development, delivery, and maintenance of CIP services to members;
- Monitor and report on continuous professional learning (CPL) standards and related processes to ensure ongoing excellence in professional planning practice throughout Canada;
- Develop programs and activities to raise awareness of the planning profession and the important role it plays in the community;
- Inform CIP members and the public about its policies, services, and programs;
- Undertake marketing research and initiatives aimed at attracting and retaining a growing number of members;
- Identify new services in the interest of CIP's members;
- Determine the needs and wants of planners and working to enhance the timeliness, relevance, value, and delivery of services to CIP members;
- Contribute to the strategic development of CIP's conferences, events, awards, and communications activities. Assist in the coordination of these initiatives through the development and delivery of products and services, as well as CIP public policy activities.

3. APPOINTMENT

Members of the committee will be appointed in accordance with the CIP committee policies, as approved by the Board of Directors in accordance with the Institute's bylaws.

4. COMPOSITION

The Chair of the committee shall be appointed by the CIP Board.

If required and approved, a CIP staff member will be appointed in an ex-officio (non-voting) capacity.

A representative from the Fellows, the academic community, and a student, will be sought where possible.

Committees will strive to include members of diverse backgrounds and actively seek applicants from under-represented groups.

Membership shall consist of two to three board members and three non-board members in good standing, who represent a cross-section of the profession and membership. The President is an ex-officio member (non-voting) on the committee.

5. TERMS

Unless otherwise stated, the term of office for all committee members shall be two years, which may be renewed for a further two years, contingent upon satisfactory completion of a first term.

6. ACTIVITIES AND WORK PLAN

Reflective of the committee mandate letter, the committee will develop and carry out an annual work plan and budget, subject to its approval by the CIP Board of Directors. Work of the committee may only commence upon approval of the Board. Generally, work plans and budgets will be developed in September-November, for the following year.

The Board may from time to time assign the committee with additional, specific undertakings.

7. MEETINGS

The committee shall meet at least four times a year. A meeting can mean an email where specific decisions are agreed upon, teleconference, or in-person (where budgets allow). Additional meetings will be scheduled as required.

Each meeting shall have an agenda, prepared by the Chair or their designate, distributed five days in advance of the meeting.

Each meeting will include a review and declaration of any real or perceived conflicts of interest.

Annually, the committee will review its mandate and terms of reference.

A record of actions and decisions will be recorded by a committee designate. This will be maintained in the committee SharePoint folder.

8. SUBCOMMITTEES

The Chair may appoint subcommittees when necessary for the committee to effectively conduct its business. If external members of the subcommittee are required, the recruitment and selection process will be in accordance with the CIP committee policies.

9. GUESTS, ADVISORS, AND OBSERVERS

Committees may invite guests, advisors, and observers to their committees, who participate at the discretion of the committee.

10. QUORUM

A majority of the committee shall constitute a quorum for the transaction of business at all meetings of the committee.

11. VOTING

Each voting committee member shall have one vote at all committee meetings, and all questions shall be decided by a simple majority of votes cast.

12. LEVEL OF COMMITMENT

Generally, each committee member will be required to:

- Prepare for and attend meetings
- Report to the Chair
- Follow-up on assigned items within deadlines
- Where appropriate and desirable, lead a subsidiary working group or subcommittee
- Use the CIP intranet (SharePoint) to collaborate on committee related initiatives
- Participate in training for use of technology when applicable (web conferencing, SharePoint etc.)

Committees will be required to develop their own agenda and document action items.

The minimum level of effort/expectation is an average of six to eight hours per month. Requirements for the Chair of the committee may be greater.

13. FINANCIAL AND HUMAN RESOURCES

The budget and staffing requirements of the committee will be developed by the Chair of the committee, in consultation with CIP staff, and subject to approval by the Board.

14. REPORTING

The committee will regularly provide reports to the Board of Directors, including details of their meetings and work plan progress, including their activities, issues, action items, knowledge and information transfer deliverables, and accomplishments. At minimum, committees will provide quarterly status reports, as well as the annual report summary, to the Executive Director to include in the Board meeting package. These documents will be kept in the committee SharePoint folder.

Recommendations for significant changes in direction or policy will require Board approval for implementation.

15. COMMITTEE RESOURCES

Staff Liaison	Sherri Clair, Manager, Conference and Member Services	sclair@cip-icu.ca
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SharePoint

The SharePoint site can be accessed through the CIP membership portal using your CIP login credentials. Each committee has a personalized site. Committee members are responsible for updating and maintaining the site.

Clarity Conferencing

Each committee will have their own tele-conference dial-in codes. Committee members are responsible for scheduling/initiating meetings, circulating meeting material and taking notes (posted on the SharePoint page).

Dial-in: 1.866.613.5223

Conference Access Code: 6096868

Policies

CIP Governance Policy and Procedure Manual

- CIP Code of Ethics
- Conflict of Interest Policy
- CIP Committee Manual and Procedures
- CIP External Representative Policy

Templates

- Project Charter
- Work Plan (WBS)
- Committee Reports to the Board
- Agendas
- Meeting Notes