



TERMS OF REFERENCE FOR MEMBERSHIP COMMITTEE

1. Purpose
 - (a) The purpose of the GCABC membership committee is to:
 - i) Assess and develop new and current member services and partnerships;
 - ii) Develop new ideas and initiatives to attract new members;
 - iii) Maintain relationships with current members to ensure continual support.
 - iv) Evaluate and award life memberships;
2. Membership
 - (a) The committee shall consist of voluntary members with at least one board member represented on the committee at all times.
 - (b) The committee will encourage participation from representative regions of British Columbia.
3. Responsibilities
 - (a) The committee shall:
 - i) Provide a quarterly notice of upcoming events offered by the association as well as other events happening within BC directly effect the glazing industry.
 - ii) Coordinate with the marketing committee on communication issues related to membership.
4. Meetings & time commitment

Meetings will be scheduled at least quarterly and additional meetings may be scheduled to meet the needs of members of the committee.
5. Staff Contact

The staff contact for the committee is the Executive Director who attends each meeting and takes the minutes.
6. Budget

The committee has a meeting budget of \$500 per year. No expenditures of commitments against that budget may be made without the authorization of the committee chair.

This budget simply supports the committee it does not take into effect the costs for marketing materials.

Budgets will be reviewed annually for modifications and revision.