



Membership Committee

TERMS OF REFERENCE

Purpose:

Based on the Operational Business Plan for a governing year, support the AMBA staff in membership recruitment and renewal efforts; review membership categories and privileges on an annual basis and make recommendations; assist in developing incentives and benefit programs for membership.

Scope:

- *Successfully complete approved annual work plan*
- *Support the Executive Director and AMBA staff in ensuring that AMBA provides high-quality services to its members*
- *Assist the Executive Director and AMBA staff in increasing membership retention*
- *Assist the Executive Director and AMBA staff in development membership recruitment strategies*
- *Provide feedback and industry insight into potentially relevant industry benefits and initiatives*
- *Support the Executive Director and AMBA staff in targeting potential members for membership*
- *Be an AMBAssador in the mortgage community to promote membership*
- *Assist the Executive Director and AMBA staff in developing member satisfaction surveys*
- *Liaise with MPC on all applicable membership initiatives as they pertain to dual membership*
- *Develop a member-onboarding process for new members*
- *Develop a membership package for both renewals and new members*
- *Further develop the “new graduate” program to encourage association membership early*

Committee Type:

Operational Committee

Membership & Structure:

Up to 6 members comprised of 1 Director, a minimum of 2 non-director members, and the Executive Director/Membership Coordinator

- *Chair (Board Director)*
- *Past-Chair*
- *Chair-Elect*
- *Staff Liaison (Executive Director)*

Subcommittees:

Subcommittees may be formed to complete specific tasks/projects as needed.

Meetings:

Meetings will occur a minimum of 4 and a maximum of 12 times annually.

Location of Meetings:

Meetings will be held at the AMBA office or by Zoom videoconference.



Reporting

The Membership Committee is accountable to the Executive Director.

Term Limits:

Committee members serve a minimum term of 1 year and a maximum term of 4 years

Quorum

A quorum shall consist of more than 50% of the voting membership on the committee.

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a second vote in case of a tie.

Committee Members:

Membership to this committee is determined based on application. Applications will be reviewed by the Executive Director and the best-fit candidates selected accordingly.

Amendments or Changes to Terms of Reference:

Terms of Reference will be reviewed and approved annually by the Board of Directors.

Date of Last Review:

December 19, 2019

Skillset

Knowledge

- *Be familiar with AMBA's vision, mission, values, goals, strategic plan, governance structure*
- *Be familiar with MPC's vision, mission, values, goals, strategic plan, governance structure*
- *Have an understanding of the not-for-profit sector and member-based organizations*
- *An understanding of AMBA's incentives and benefit programs*
- *An understanding of MPC's incentives and benefit programs*
- *Be familiar with the dual membership initiative*

Leadership

- *Ability to inspire and mentor others*
- *Use resources effectively to achieve set goals, including organization tasks, delegating responsibilities, and directing resources*
- *Enthusiasm and passion for the importance of professional association membership both at a provincial and national level*

Strategic Thinking & Decision Making

- *Ability to consider the big picture while being goal/future-oriented*
- *Ability to process large amounts of information; synthesize and incorporate multiple viewpoints and perspectives*
- *Ability to make informed decisions efficiently and take action when needed*
- *Ability to be objective at all times about what is best for the whole association rather than what is best for a particular constituency*

Experience

- *Experience in recruitment an asset*