Membership committee job description

Source of authority:

- committee members are appointed by the board (refer to Rule 20).
- the committee is accountable to the board
- the committee reports to the board and the general membership, and
- committee members may be removed by the board.

Committee size: minimum of 2, maximum of 7.

Term of office: 2 year, no greater than a continuous period of 4 years.

Chair: the members of the committee elect the chair annually.

Quorum: 2 of committee members.

Purpose

To ensure the co-op has in place an equitable and consistent process for applying member selection criteria, managing waiting lists, and allocating units.

Duties and responsibilities

Applications

1.   Recruit, receive and maintain applications for membership.

Applicant, external and internal lists

2.   Maintain, monitor, and manage an applicant list, an external waiting list and an internal co-op waiting list.

Orientation and interviews

3.   Conduct orientation sessions and interviews as necessary.

4.   Review interview results and recommend applicants to the board.

5.   Make sure applicants and new members receive a proper orientation and introduction to the co-op.

Member selection

6.   Offer new members and internal move applicants suitable units based on the co-op member selection criteria.

7.   Administer member selection-related policies and make recommendations for revisions or new policies.

8.   Provide training for membership committee members.

9.   Comply with the *Personal Information Protection Act* (PIPA) in the member selection process and the collecting, processing, storing and disposing of member selection materials.

10.   Keep confidential all applicants' and members' personal information, except where that information is required by a committee member, the board or other committees to carry out their responsibilities. Each committee member will sign a confidentiality agreement.

Options

Source of authority

Change (based on your Rules):

- "appointed by the board" to "elected by the members"
- "board (with periodic information reports given to the general membership)" to "general meeting" if the general meeting elects the committee, and
- "board" to "general meeting".

Option: Point # 2

If your co-op does not use a system of pre-approved members, replace Point #2 with "Maintain, monitor, and manage an applicant list and an internal co-op waiting list".

Resources

- Confidentiality agreement
- PIPA tools
- Relevant co-op policies