

Engagement and Membership Committee Terms of Reference

1. General Purpose

1.1. The Engagement and Membership Committee (the “Committee”) supports the CICan Governance and President’s Office Professionals (GPOP) Board of Directors (the “Board”) by:

- a) promoting the association to external audiences by way of our website and social media;
- b) promoting internal engagement and facilitating the dissemination of information to the existing membership through digital channels such as Teams, our website and social media;
- c) providing general maintenance to the GPOP Microsoft Teams site (Teams);
- d) developing initiatives to recruit new members, retain current members and re-engage past members.

2. Specific Responsibilities

2.1. The Committee has the following specific responsibilities:

- a) maintaining accurate membership database and member access to Teams and private channels,
- b) updating the database and Teams when new members are recruited or members depart;
- c) developing informative resources and a variety of digital initiatives focused on enhancing member engagement using the website, social media and Teams;
- d) supporting the Board and other committees’ initiatives using the website, social media and Teams, as well as other available digital platforms;
- e) providing GPOP Teams site support, assistance and information as needed;
- f) developing and exploring resources available to further enhance member engagement and communication;
- g) ensuring the overall quality, content and effectiveness of the website and related social media platforms.

3. Membership and Quorum

3.1. The Committee:

- a) has a minimum of three (3) voting members, including two Committee Co-chairs;
- b) quorum for meetings consists of a majority of voting members of the Committee.

4. Meetings and Organization

4.1. The Committee:

- a) has an annual work plan;
- b) meets at least quarterly with pre-determined dates and agendas. Meetings may be held in person, by conference call, email or on-line forum;
- c) holds special meetings as required.

5. Other

5.1. The Committee:

- a) reports regularly to the Board, through the Committee Co-chairs, on their activities;
- b) reviews annually their Terms of Reference to ensure they meet the current needs of the Board;
- c) presents changes to their Terms of Reference to the Board for approval;
- d) annually assesses the Committee’s performance in carrying out its duties.