

# Prince George & District Community Council

## Terms of Reference – Membership Committee

The Membership Committee is a Standing Committee of the Prince George & District Community Council

### **Purpose:**

The purpose of the Membership Committee is to recruit and maintain effective Community Council members.

### **Duties:**

- Maintain a function, working Community Council membership for the Prince George & District Community Council
- Ensure where possible to establish community members from each area to provide broad representation on the council
- Report back to the Community Council on the current status of it's members and representation requirements
- Notify within a reasonable time frame to implement membership recruitment what the upcoming succession planning needs are for the council
- The committee will investigate all membership needs for the council and make new member selection based on those needs, and bring back to the Community Council for ratification
- Identify attendance issues to the chair

### **Responsibilities:**

- As outlined in the Community Council Terms of Reference
- Recover all information and documentation from outgoing Community Council members
- Follow all guidelines as set out in the Community Council manual

### **Membership:**

- The Membership Committee will have 3 members from the Prince George & District Community Council, who will be appointed by the Prince George & District Community Council
- The Prince George & District Community Council will appoint a chair of the Membership committee for a one year period
- The Membership Committee membership will be reviewed yearly in April
- The Membership Committee may recruit community members at large as needed to provide needed expertise
- Membership Committee members at large will not have a vote at any committee meeting
- The Prince George & District Community Council chair is a member (ex-officio) of all Community Council committees

### **Meetings:**

- Meetings of the Membership Committee will be on an as needed basis

### **Resources:**

- All approved membership applications will be forwarded to the CLBC manager for submission the CLBC Provincial Board for approval
- Administrative support for the Membership Committee will be provided by CLBC staff as needed
- All financial costs will be paid through the Prince George & District Community Council budget

### **Specific Annual Objectives:**

- The objective of the Membership Committee is to maintain and support the membership of the Prince George & District Community Council to support the vision of the council

### **Review/Evaluation:**

- The Membership Committee will review the Terms of Reference for this committee annually in February
- The Membership Committee will evaluate the committee's performance annually in February