**Terms of Reference – XYZ Community Housing Co-operative Inc.**

**Membership Subcommittee**

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| --- | --- |
| **Reports to** | * each Management Committee Meeting
* each Annual General Meeting
 |
| **Link to Co-ops Rules, By-laws or Policies** | * XYZ’s Rules
* XYZ’s Governance, Management, Tenancy Management and Membership Management Policies
 |
| **Membership** | * Membership Coordinator
* 3 or more other members
 |
| **Quorum for decisions** | * 75% members
 |
| **Key responsibilities** | * elect a *Convenor* at the first meeting after the Annual General Meeting (who calls, chairs and reports on each subcommittee meeting) – usually the Membership Coordinator
* assess applications for membership and make recommendations to the Management Committee
* provide advice or support as required to the Membership Coordinator in relation to breaches of the By-laws or Policy or any other membership matter
* ensure that the Membership Coordinator is complying with the organisation’s Rules and Policies
* revise and update the content of the Induction Manual in relation to members
* provide advice or support as required to the Membership Coordinator on matters related to appeals
* make decisions or recommendations in relation to applications for leave or medical exemption in accordance with Policies
* prepare the Membership Report for the Annual General Meeting
* report to each Management Committee meeting
* other tasks as required by the Management Committee
* recommend changes to XYZ’s Rules or Policies
* recommend improvements to XYZ’s policies relating to membership management
* make improvements to the XYZ’s operational Procedures relating to membership matters
 |
| **Key dates** | * Membership Subcommittee Meetings
* Annual Report
 |
| **Meetings** | * *XX*
 |
| **Knowledge & skills required** | * Understanding of the XYZ’s Rules and Policies
* Detailed understanding of the XYZ’s Membership Management Policy
* Understanding of the Dispute Resolution Policy
 |
| **Training requirements** | * CPG’s Good Governance training
* CPG’s Membership Management trainingCPG’s Dispute Resolution training
 |
| **Delegated authorities** | * Authority to make improvements to Membership operational procedures
* Authority to make decisions in accordance with Policies
 |
| **Other** |  |

Approved by the Management Committee on *XX/XX/XX.*