**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 training CPG’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.*