

Terms of Reference

Membership Team

Purpose:

The mission of the Membership Team is to engage the membership of OSLT.

A committed membership body is a basic foundation of a vibrant organization. The Membership Team will address the issues concerning membership to improve relevant membership service.

Accountability:

The Membership Team is responsible for the following:

1. Periodically assess the needs of the membership.
2. Advise and make recommendations to the Board on any issues relating to the provision of services and support to the membership.
3. Develop and implement programs for increasing current membership satisfaction.
4. Develop and oversee the implementation of survey tools such as membership needs assessments and satisfaction surveys.
5. Create open channels of communication with the wider membership body.
6. Promote membership appreciation.
7. Promote volunteerism to engage existing members and promote new membership.
8. Partner with other teams as appropriate on matters of common interest.
9. Report to the Board at least quarterly, or more often, as required.
10. Educate members on the requirements, services and benefits of membership.
11. Develop and oversee membership orientation.
12. Run workshops to engage and educate members and prospective members.
13. Create an annual budget for Board approval.

Meetings:

- Meetings will be convened on an as needed basis but no less than quarterly.
- Meetings may be held in person, or by electronic means such as telephone, videoconference or by email.
- Meetings will be called by the Chair or any two team members.

Membership:

- The OSLT Board shall appoint one Board member to the Team.

- There will be at least two to four additional members from among the general membership.

Recorder:

- The recorder will be selected by the Team from among Team members (rotational sharing of this job is recommended).
- The Team will submit quarterly and emergent-issues reports to the Board.

Chair:

- The Chair will be the liaison to the Board and will coordinate development of Team goals, objectives and action plans.
- The Chair shall be responsible for chairing the meetings, ensuring the meetings move forward efficiently, and for quarterly reports on Team activities to the Board.
- The Chair shall ensure that a record of all decisions and recommendations of the Membership Team is maintained.
- The Team will determine a new Chair each year. No one person will act as Chair for longer than three consecutive years.