

**Terms of Reference
for the
Royal Architectural Institute of Canada
Membership Committee
July 18, 2002**

1. Name:

RAIC Membership Committee

2. Purpose

The purpose of the Committee is to:

- to identify ways of recruiting new members;
- to identify which services and member benefits are of value and should be provided;
- to propose recommendations to the RAIC board of Directors regarding membership dues, bylaws affecting membership, and changes in classes of membership.

3. Committee Membership

3.1 The Board of Directors shall appoint the Membership Committee which shall be comprised of:

- three Members and/or Fellows
- Director of Communications and Membership
- Board Members to act as liaison

3.2 Terms of Appointment shall take effect immediately after appointment with duration as follows:

- Members and/or Fellows – three years, except in the inaugural year of the committee, appointments will be made individually for 1, 2 and 3 years
- Director of Communications and Membership – concurrent with engagement
- Board member –concurrent with term of office

Should an appointee be unable to complete their term, the Board may make a new appointment to fill the vacancy.

3.3 The Chair shall be elected annually by members of the committee. In the inaugural year of the Committee the Board of Directors will appoint the Chair.

4. Financial Control

- 4.1 The Committee shall adhere to the Financial and Accounting Policies of the RAIC and to the allocated budget for the Committee.
- 4.2 The RAIC shall be responsible for all costs of the Committee.

5. Operation of the Committee

- 5.1 Meetings shall be at the call of the Chair in consultation with the Director of Communications and Membership.
- 5.2.1 Business of the Committee shall generally be conducted by means of e-mail, facsimile communication and telephone conference call. Work shall be coordinated by the Director of Communications and Membership
- 5.2.2 Committee shall report to the Board on matters of policy and to the Executive Director regarding administrative issues and member benefits.

6. Amendments to the Terms of Reference

- 6.1 Amendments to the Terms of Reference shall be made by the Board of the RAIC.