

Membership Committee

Purpose

- Monitor and Mentor Calgary Area members
- Participate in activities in the greater community
- Project an encouraging environment for Calgary Area members

Accountability

The Membership Committee is accountable to Calgary Area council.

Authority

The committee is authorized to make decisions that:

- are true to the Vision, Mission, Values, standards, policies and practices of Girl Guides of Canada-Guides du Canada;
- are prudent, ethical and legal;
- support the goals and guidelines of Girl Guides of Canada-Guides du Canada, Calgary Area;
- are within the terms of reference of the committee;
- have been approved in the area strategic plan and budget;
- do not compromise the health and safety of Members and non-members and;
- do not violate funding source requirements.

A decision that does not comply with one or more of these guidelines is presented to the area council for discussion.

Membership

- Chair
- Potential Deputy Adviser
- Area Commissioner or her designate (ex officio)

Quorum

Fifty percent plus one of the voting members shall constitute a quorum at all meetings of the committee.

Committee Functions and Responsibilities

- Maintain and Foster a Relationship with all Members
 - Be the point of contact for members with questions regarding their membership
 - Work with Calgary Office Staff to answer all member questions
- Send Updates to Members with Expiring PRC
 - Update members within a timely manner on expiring PRCs as stated from Provincial
 - Follow up with any questions on the process
- Contact Members on the Adult Inquiry List



- Liaise with District Commissioners to find placements for volunteers
- Follow up with any questions on the process
- Encourage Participation
 - Work with members to encourage their participation within unit and community events
 - Include ideas and relay information
- Participate in Community Events
 - Participate in community events as set up by PR committee to promote Girl and Leader membership
 - Be positive in appearance and representation of Girl Guides of Canada-Guides du Canada while at all community events
- Work with Area Council and Other Committee Chairs
 - Engage with other committees to ensure you are up to date on their events to help inform members (especially Training)
 - Work with Area Council on their needs and guide Area Commissioners to help with their needs (leaders/ girls)
 - Provide updated membership numbers

Timeframes

- Hold regular meetings, usually seven per year
- Submit the following by the required deadline:
 - Committee reports to area council
 - An annual report
 - Regular articles for publication to ENews and on the area website
 - An annual budget
 - Area reports to the Provincial Membership Committee

Minute Distribution

- Committee members
- Area Commissioner or her designate
- Provincial Public Relations Adviser

