

Membership Services Committee **Terms of Reference**

Purpose of Committee

The Membership Committee is a BCSSA Board sanctioned Committee that has the overall responsibility for supporting BCSSA members services and activities, particularly related to the preparation, orientation, engagement, and retirement of its members. The Committee's work aligns and supports the BCSSA Leadership Competencies and Strategic Plan.

Term of the Committee

The Membership Committee serves as an ongoing committee of the BCSSA Board of Directors and functions in accordance with the Bylaws of the BCSSA.

Membership of the Committee

The Committee is comprised of the Membership Services Chair, one representative from each of the six regional Chapters, and one member representing Indigenous Leadership. Members are responsible for communication between their respective Chapters and the committee, including reporting out at each Chapter meeting on the events related to the organized programs. The work of the Committee is supported by the Executive Director and the Membership Services Consultant.

Role of the Committee Chair:

- The Chair is approved by the Board of Directors and sits as a member of the BCSSA Board of Directors
- Assumes overall responsibility for the functioning of the committee.
- Prepares the agenda and chairs the committee meetings.
- Liaises with the Executive Director and the Membership Services Consultant
- Prepares the annual Membership Services report for the Annual General Meeting.
- Leads and coordinates activities that acknowledge and honour member retirees

Role of The Committee:

The work of the Membership Services Committee is to ensure that all members, and particularly new members, receive the full benefits of the Association, feel welcomed and engaged by the Association, and are able to contribute their strengths to the Association, in their district roles, as soon as possible.

- Provides leadership and support aligned with the BCSSA Leadership Competencies, and the BCSSA Strategic Plan relating to the terms of reference of the committee.
- Supports and aligns the committee's work with that of the Professional Learning Committee
- Provides support for new member orientation
- Provides connection to support services for BCSSA members through the Executive Director on an as needed basis (wellness, legal support, contractual support.)
- Facilitates the honouring of retirees
- Provides leadership to coordinate the BCSSA Scholarship process

Role of Committee Members:

Committee members promote active involvement in the Association, especially as related to its new members by:

- Reporting the appointment of new members to the BCSSA
- Promoting and sharing the work of Membership Services at regional chapter meetings.
- Welcoming new members into their chapters
- Inviting new members to attend the membership services and professional learning programs of the Association
- Personally, inviting new members to the BCSSA events such as the Annual General Meeting, conferences, and Retirement Dinners.
- Introducing new members at the Summer Leadership Academy.
- Attending all Membership Committee meetings
- Supporting the recognition of members

Role of Membership Services Consultant:

- Coordinates all logistical aspects of the programs related to the work of the Committee
- Provides support to the Executive Director and the Membership Services Chair related to the goals, programs and activities of the committee.
- Provides specific program leadership and coordination for the New Members Program and for similar or related programs.
- Coordinates all aspects involved in the Mentorship Program including:
 - Assigns BCSSA Mentors to members new to role
 - Works with the Membership Sub-Committee, the Membership Chair and the Executive Director to select Mentors and define and coordinate the Mentorship application process
- Consults, in conjunction with the Executive Director, with other education partners who support the programs
- Assists the Executive Director in budget preparation as it relates to the programs and activities.

Role of BCSSA Staff

The BCSSA staff collectively contribute to supporting the goals of the Membership Services Committee. Their duties are managed by the Executive Director and support the work of the committee by:

- Providing support to the Membership Committee for events and services
- Coordinating all logistical details and support for services, programs, and events