

Membership Services Committee Terms of Reference

Purpose of Committee

The Membership Services Committee (Committee) is a BC School Superintendents Association (BCSSA) Board-sanctioned committee that has the overall responsibility for supporting BCSSA member services and activities, particularly related to orientation, engagement, leadership development, and retirement of members.

The Committee's work aligns with and supports the BCSSA Leadership Competencies (*The Spirit of Leadership*) and the BCSSA Strategic Plan.

Term of the Committee

The Membership Services Committee is an ongoing committee of the BCSSA Board of Directors and functions in accordance with BCSSA's bylaws

Membership of the Committee

- The Committee is comprised of the Membership Services Chair and one representative from each of the seven chapters.
- One representative will be designated as the Membership Services Vice-Chair.
- Members are responsible for communication between their respective Chapters and the Committee, including reporting at each Chapter meeting on organized programs.
- The work of the Committee is supported by the Chief Executive Officer and the BCSSA Membership Services Coordinator.

Role of the Committee

- The Committee ensures that all members, particularly new members, receive the full benefits of the Association, feel welcomed and engaged, and can contribute their strengths to the Association as soon as possible in their district roles.

The Committee will:

- Provide leadership and support aligned with the BCSSA Leadership Competencies (*The Spirit of Leadership*) and the BCSSA Strategic Plan.
- Supports and aligns its work with the Professional Learning Committee.
- Provide support for new member orientation.
- Connect members to support services through the Chief Executive Officer on an as-needed basis (wellness, legal support, contractual support).

- Facilitate the honouring of retirees.
- Provides leadership to coordinate the BCSSA Scholarship process and confirm recipients from each chapter.
- Review and provide input into the Learning Partners/Mentorship Program
- Provide input and feedback on membership support programs.
- Collaborate with the Chief Executive Officer and Membership Coordinator to plan and develop the Virtual Learning Series and Pre-Conference offerings.

Role of Committee Members

Committee members will:

- Promote active involvement in the Association, especially among new members:
- Promote and share the work of Membership Services at regional chapter meetings.
- Welcome new members into their chapters.
- Invite new members to attend the Association's membership services and professional learning programs.
- Personally invite new members to BCSSA events such as the Annual General Meeting, conferences, gatherings, and retirement events.
- Introduce new members at the Summer Leadership Gathering.
- Attend all Committee meetings.
- Support the recognition of members.
- Serve as front desk greeters at all three BCSSA conferences and assist with welcome gifts.

Roles within the Committee

Committee Chair

- Manages Committee activities and ensures timelines are met.
- Liaises with the BCSSA Membership Coordinator to prepare agendas and leads meetings.
- Acts as the primary point of contact for the committee.
- Is approved by the Board of Directors and is a member of the Board.
- Liaises with the Chief Executive Officer and BCSSA staff as needed.
- Prepares the annual Membership Services report for the Annual General Meeting.

Vice Chair

- Chairs meetings in the absence of the Committee Chair.
- Assists the Committee Chair in their duties and takes on additional responsibilities as needed.
- Helps coordinate the committee's activities and ensures smooth operations.

Role of BCSSA Staff

Chief Executive Officer

- Provides strategic leadership and direction for Committee programs.
- Engages external partners to enhance member services.
- Collaborates with the Committee on the Learning Partners/Mentorship Program.
- Supports budget development and oversight of initiatives.

Membership Coordinator

- Manages logistical planning and execution of programs and events.
- Coordinates communications and provides administrative support.
- Tracks data, schedules and documents services.
- Assists the CEO with budget preparation related to member services.