

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference Membership Committee

Authority:

This committee is accountable to the NBHPCA Board and is governed by the by-laws of the NBHPCA and its Board of Directors.

Purpose:

The Membership Committee for the NBHPCA shall be responsible for recruiting new members and renewing current members to the Association (Bylaw 13.5)

Function:

To encourage membership in the NBHPCA among health care workers, non-health care workers and the general public.

To refer any budgetary or resource requests from the committee to the general Board of Directors.

To communicate with NBHPCA members in writing or electronically.

Membership:

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).

The Chair will have a term of 3 years and each member will have a term of 2 years.

Meetings:

Meetings will be held quarterly

An agenda will be available at each meeting.

Minutes will be kept of all meetings

A report will be presented to the Board of Directors at regularly scheduled Board meetings

Quorum:

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Membership Committee
Reviewed and Approved by NBHPCA Board of Directors

December 2017
May 2, 2018