



Canadian Institute for Procurement and Materiel Management  
Institut canadien d'approvisionnement et de gestion du materiel

## **Terms of Reference Membership Committee**

### **1. INTRODUCTION**

The Membership Committee is a standing committee of the Board of Directors (the “Board”) of the Canadian Institute for Procurement and Materiel Management (CIPMM).

### **2. ROLE AND RESPONSIBILITIES**

Subject to the duties and responsibilities of the Board, the Membership Committee will perform the following duties:

CIPMM Membership Form Validation and Update:

- Develop and recommend to the Website Committee for approval, updates to existing membership online sign up form.

CIPMM Membership Committee activities:

- Review membership submissions (at least quarterly) and respond to questions
  - Share any volunteer requests or specific questions with the appropriate CIPMM Committee.
  - Develop strategies to promote new memberships.
  - Partner with other CIPMM Committees on membership benefits or perks (eg: access to exclusive web content, early or priority registrations etc.).

### **3. MEETING FREQUENCY**

The Membership Committee will meet as determined by the Chair but no less than four times per fiscal year.

### **4. MEMBERSHIP**

The Membership Committee will be composed of a minimum of one Director and the Chair.

### **5. DECISIONS RECORDS**

The Committee Chair will be responsible for:

- Recording decision to all committee members.