

Membership Services and Engagement Committee (MSEC)

REPORTS TO:	Board of Directors	
MEMBERSHIP:	Chair or Co-chairs (Board Member) Members at Large* (min. 2; max. 5) * Minimum 1 non-profit and 1 for-profit provider President (ex-officio)	<i>Appointed by Board</i> <i>Appointed by Board or Committee</i>
DEPARTMENT LEAD:	Member Services	
MEETINGS:	At least one in-person meeting annually and at the call of the Chair.	
QUORUM:	Shall consist of 50% + 1 of voting members.	
TERMS OF OFFICE:	Committee members are appointed annually for terms up to one year ending after the next annual general meeting (AGM).	

GOVERNANCE:

The term for each Board appointment will be up to one year and will expire after the AGM (maximum 7 voting members).

Board will appoint its Chair no later than the second meeting following the AGM.

PURPOSE:

To be identified by the committee.

GOALS/OBJECTIVES:

- Review and make recommendations regarding all new membership applications.
- Identify and develop strategies for increased membership engagement with a particular focus on areas outside of Greater Vancouver.
- Ensure that members adhere to the BCCPA Code of Ethics.
- Where members are determined to be in clear breach of the Code of Ethics, members will make recommendations to the Board regarding the status of their membership.
- Conduct an annual review of the membership composition to ensure it remains consistent with overall goals and objectives of the BCCPA.
- Review and make recommendations regarding membership fees.
- Assess any requests for the waiving or reduction of membership fees by a current or future member; and make recommendations to the Board when required regarding these requests.
- Develop and ensure strategies are in place to increase overall membership growth.
- Ensure sample exit interviews are conducted with non-renewing service provider members.
- Update the Board regarding membership composition and growth.

REPORTING MECHANISM:

The chair will keep formal minutes of all meetings which will be forwarded to the BCCPA Board of Directors prior to its next Board meeting.

Along with reporting to board when required, an annual update by the Committee will be provided.

EXPENSES:

Meeting expenses must be submitted to BCCPA CEO for pre-approval.

Committee expenses are reimbursable by BC Care Providers Association according to approved policy. Speak to the department lead for further details.

TERMS OF REFERENCE:

The Terms of Reference will be revised as appropriate and presented to board for their review and approval when necessary.

Adopted by Board: January 17, 2023