



TERMS OF REFERENCE GOVERNANCE and MEMBERSHIP COMMITTEE

PURPOSE:

- a) To ensure a well-functioning and participatory governance structure.
- b) To ensure continuing value for all members.

COMPOSITION AND TERM:

- a) The Committee will consist of a minimum of two On Co-op Directors and the Executive Director.
- b) Other directors, staff or members will be invited as required.
- c) Quorum will be 50% plus 1.
- d) Terms of all committee members will be one year.

AUTHORITY:

The Committee has the authority to hold meetings and present recommendations to the Board of Directors in support of the Committee's purpose. The Committee is accountable to the Board of Directors.

DUTIES AND RESPONSIBILITIES:

- a) To review membership categories.
- b) To address issues which facilitate or hinder member involvement.
- c) To develop policies and procedures for board governance, training and education.
- d) To develop policies and procedures for member participation.
- e) To recommend an appropriate dues structure.
- f) To review and recommend changes to the structure of all committees.
- g) To present timely reports to the Board of Directors.

ORGANIZATION:

The Committee appoints a Chair from within. The Executive Director or designate will act as Recording Secretary.

Reviewed & approved by the Membership Committee – February 2001.

Reviewed & approved by the Board of the Ontario Co-operative Association – January 20, 2003.

Reviewed and revised by the Board of the Ontario Co-operative Association – May 11, 2006.

Reviewed & approved by the Board of the Ontario Co-operative Association – Jan. 23, 2007

Revised by the Governance and Membership Committee – May 29, 2012

Reviewed & approved by the Board of the Ontario Co-operative Association – [September 11, 2012]

TERMS OF REFERENCE GOVERNANCE AND MEMBERSHIP COMMITTEE CHAIR

TERM:

The Committee, at its first meeting following the start of On Co-op's fiscal year, elects a Chair from within for a period of one year.

AUTHORITY:

The Chair has the authority to call and to chair Committee meetings.

DUTIES AND RESPONSIBILITIES:

- a) To provide direction and leadership to the Committee.
- b) To develop meeting agendas.
- c) To make recommendations to the Board on behalf of the Committee.
- d) To deliver timely reports to the Board.

Reviewed & approved by the Board of the Ontario Co-operative Association – January 20, 2003.

Reviewed and revised by the Board of the Ontario Co-operative Association – May 11, 2006

Revised by the Governance and Membership Committee – May 29, 2012

Reviewed & approved by the Board of the Ontario Co-operative Association – [September 11, 2012]