

OLD GRACE HOUSING CO-OPERATIVE

MEMBERSHIP COMMITTEE

Members & Terms of Reference as of 2022 June

Item	Considerations
Role	The Membership Committee is a Standing Committee of the Board. Its role is to carry out functions required to ensure compliance with By-Laws and Occupancy Rules as they pertain to Membership including the allocation of available suites.
Responsibilities	<p>Ensure that website information regarding membership is current.</p> <p>Answer public queries regarding membership.</p> <p>Maintain current lists as required for: Members and Residents, OGHC Friends, and Wait List.</p> <p>Process Friend applications and withdrawal refund requests as required.</p> <p>Allocate available suites in accordance with policy.</p> <p>Provide OGHC orientation for new Members.</p> <p>Liaise with the Board and Brydges (as appropriate) when issues regarding membership and residency require action.</p> <p>Advise and make recommendations to the Board on issues related to the above responsibilities as required from time to time.</p>
Chair	The Chair (Co-chairs) of the Membership Committee are selected and appointed by the existing members of the committee. (Co-)Chairs are recommended due to the broad range and responsibilities of the committee work involved.
Membership	The Membership Committee should be a minimum of 3 and a maximum of 7. Non-members should not attend due to confidential items that arise. When committee members are selected the diversity within our co-op community will be considered.
Liaison with board	Liaison with the board is through the Executive Committee. The Chair (Co-chairs) may ask (or be invited) to attend a board meeting to discuss designated issues.

Reporting	<p>The Membership Committee will submit reports to all Membership General Meetings. In addition, it will submit reports to the Board on request.</p> <p>To date, the Board has not requested Minutes, but Minutes stating attendance and decisions made can be submitted upon request.</p>
Quorum	The quorum will be 51% of the number of members.
Decision-making / Voting	<p>Decisions are made using the co-op consensus decision making model after thorough discussion. Decisions will be recorded in the Minutes.</p> <p>The Chair (Co-chairs) may take minor or time-sensitive actions on their own and report these to the committee.</p>
Frequency of Meetings	The Committee meets as necessary to address issues as they arise, approximately 4 or 5 times per year. The Chair/Co-chair sets the date in consultation with all committee members.
Term of appointment	We recommend that a minimum two years is required due to the number of tasks and complexity of issues that arise. There is a marked learning curve. The Committee requires both continuity of experience and change within its membership.
Date of Last Review	<p>Membership Committee Terms of Reference were drafted in 2016 and reviewed in 2017, but never formally adopted.</p> <p>Revised and adopted in 2020. Reviewed in 2022</p>
Confidentiality	<p>All members of the committee are required to sign a confidentiality agreement.</p> <p>The Committee has contact information for all Members and Friends. We are responsible for obtaining financial information for those applying for affordable suites.</p> <p>Confidential information will be shared with the minimum number of committee members needed to carry out committee responsibilities effectively.</p>
Evaluation	The Committee welcomes any feedback from members, other committees, and the Board. We add issues raised to us to the agenda of our next meeting for discussion and/or decision making as required.