



MEMBERSHIP ENGAGEMENT & INVOLVEMENT COMMITTEE

Approved August 2023

Established by the CACUSS Board of Directors in September 2023, the CACUSS Membership Engagement Committee is a sub-committee of the Board of Directors. Its mandate is to provide advice and guidance regarding the recruitment and retention of members, with close attention to the ways in which equity issues impact member engagement and retention. It will also focus on providing guidance about initiatives that will enhance the overall membership experience, and recommends efforts to increase member participation in leadership roles within the association. This committee will advance relevant priorities from the CACUSS strategic plan, with specific needs identified by the Board of Directors and detailed activities to be outlined in the committee's work plan.

Composition/Membership:

- A Director appointed by the Board to Chair the Committees
- A staff representative—the Coordinator of Engagement & Inclusion and/or the Executive Director.
- The committee will be comprised of a minimum of 2 to a maximum of 5 members at large. The recruitment and application process should encourage applications from various regions and institutions that build on the diversity of the organization. Members should be knowledgeable about CACUSS communities, and regional and constituent needs.
- The committee has the ability to appoint members in order to ensure representation meets the committee's mandate.

Membership shall be set on June 1 annually in keeping with Elections/Annual General Meetings. Members will be recruited from the general membership via the Elections/Nominations process each winter. The Nominations/Elections/Leadership Development Committee will review applications and recommend the Committee membership to the CACUSS Board of Directors. Terms will be staggered for 2 years.

Decision Making:

The Membership Engagement Committee will make decisions based on consensus. For this purpose, consensus is defined as a group decision-making process in which all members generally agree that the decision is acceptable. It does not require that everyone be in complete agreement, only that all are willing to support and accept the decision.

From time to time, where a decision requires resourcing or additional input, recommendations from the Membership Engagement Committee move forward to the CACUSS Board of Directors for approval in accordance with the CACUSS bylaws. The Chair will endeavour to bring the Committee to consensus when making a recommendation to the CACUSS Board.

Accountability:

The committee shall prepare an annual report for the CACUSS Board, and report regularly on the progress of ongoing activities to the Board.

Review of Terms:

These terms will be reviewed after one year. At that point the new Strategic Plan will be applied to these terms to ensure they are aligned, and we will incorporate knowledge from the committee's first year of operation. The Review of Terms will be updated at that point.

Meetings:

Ideally, meeting times will be set at the beginning of the term. The Chair may call meetings as necessary, with a minimum of a week's notice. The committee shall meet a minimum of three times per year.