

## Membership Committee Chair

### Roles & Responsibilities

#### Context and Purpose

The Membership Committee is active when the Board identifies a membership-related issue or special project that requires discussion, research and recommendations for changes to membership business, such as a dues structure change, addition of a new member category, etc.

The Membership Chair, Committee Members, the President and SCC staff will work together to determine the Society's needs and will brainstorm new and potential SCC members.

#### Committee Member Responsibilities:

- Understand the nature and scope of work assigned by the Board of Directors and Membership Chair
- Learn the committee objectives and goals of the committee
- Attend and actively participate in all scheduled committee meetings and conference calls
- Offer unbiased recommendations and work for the good of the organization and membership
- Respond to communications from chair and staff liaison in a timely manner
- Review supplied materials for discussion (if any) prior to meetings or conference calls

#### Director of Committee Responsibilities:

- Works with SCC staff to determine meeting dates, agenda and reminders for the year
- Identifies agenda items for each meeting or conference call
- Leads discussion during committee meetings and conference calls
- Mentor and provide leadership for committee members

#### Term:

2 years; at every second Annual Meeting of Members the Members shall elect a Member to serve as a Director and Chair of the Membership Committee for a two (2) year term.

#### Interested in applying?

Please fill out the Expression of Interest form [here](#).

#### Have a question?

Please email Faith Neale, SCC Coordinator at [fneale@gyneoncology.ca](mailto:fneale@gyneoncology.ca)