

Membership Engagement Committee

Terms of Reference

Date issued: July 21, 2018

Approved: Board of Directors August 9th 2018

Next Review: Jan. 2021

BACKGROUND

The Canadian Society for International Health (CSIH) is membership based and recognizes through the Strategic Plan (2018-2022) that membership engagement is essential to the success of the Society. In its role as convenor and knowledge translator, CSIH provides a well-recognized platform for knowledge exchange and networking for the global health community in Canada. Its members and multi-disciplinary stakeholders include researchers, academics, practitioners, students and young professionals, and policy makers as leaders on key issues relevant to the global health community.

ROLE

The purpose of the Committee is to monitor, oversee, and make recommendations to the Board related to membership engagement

RESPONSIBILITIES

The Committee is responsible for reviewing and making recommendations on the following matters:

- Membership structure and fees
- The process for recruiting and maintaining members
- System(s) for collecting, maintaining, and using data about member interests and skills
- Opportunities for enhancing member involvement and engagement
- Enhancing CSIH member benefits
- Partnerships with other like-minded organizations in relation to con-joint memberships, opportunities for sharing membership benefits, etc.
- Identifying opportunities for recruitment of new members
- Any additional matters delegated to the committee by the board

COMMITTEE MEMBERSHIP

The Committee comprises:

- (a) a minimum of three members of the Board of Directors of which one will be chair of the committee, as designated by the Board
- (b) CSIH Executive Director or designate
- (c) One member of CSIH

Advisors

The Committee may request the participation of advisors from time to time, including but not limited to employees, members or external consultants, to provide advice or information to the Committee or to its members independently, with respect to any matter before or related to the Committee

MEETINGS

1. Confidentiality
The nature and subject of discussions and deliberations on matters before the Committee are confidential until such time as an item is approved by the Board.
2. Frequency
The Committee shall meet at least four times each year at the call of the Committee chair, or at the discretion of the Chair of the Board.
3. Accountability
The Committee shall report its discussions to the Board by maintaining minutes of its meetings and provide an oral report at the next Board meeting