



BCAC Membership Committee

Terms of Reference

(January 2024)

1. Mandate

The purpose of the British Columbia Aviation Council (BCAC) Membership Committee is to ensure that the BCAC has a growing and engaged group of supporters and volunteers and to ensure BCAC membership has recognized and continued value.

2. Composition

The Membership committee will be composed of BCAC supporters, staff and volunteers, including at least one Board member. The size should be between 4 and 8 committee members.

3. Committee Chair

A chair will be elected by vote of the Committee members.

4. Committee Vice-Chair

None required for this committee.

5. Meetings and Conference Calls

The Membership Committee will meet as frequently as deemed necessary for the purposes of the Membership Committee but at least eight (8) times a year on a regular monthly schedule via conference call, except for July and December in which no meeting will be scheduled.

6. Committee Responsibilities

The Membership Committee will:

- Continuously identify and recruit potential new supporters and volunteers
- Provide supporters and volunteers with opportunities to become actively involved and contribute to the BCAC
- Maintain accurate membership information with pertinent data on industry sector, contact information, event attendance, join date, interests and skills (as required)
- Maintain and evaluate comprehensive BCAC membership benefits
- Welcome new supporters
- Monitor and recommend membership pricing and support levels
- Assist other committees and the Board as requested on matters involving membership

7. Working Groups

The Membership Committee may create working groups to investigate specific issues and initiatives. Working groups may be assisted by specialist staff or by independent consultants as required. Each working group Chair will develop an action plan for implementation. A budget should be included if BCAC funding support is required, and funding requests will be brought forward to the BCAC board for approval. Working group Chairs will provide a progress report at



BCAC Membership Committee Terms of Reference (January 2024)

Membership Committee meetings or conference calls. Working groups will automatically dissolve upon achievement of objectives.

8. Voting

Any matters to be voted upon by the Membership Committee or working group shall be determined by a simple majority of members present.

9. Communications

The Membership Committee will, in coordination with the Chair and Executive Director, be responsible for:

- Taking and distributing meeting summaries and/or decision records,
- Reporting at each regularly scheduled board meeting

The BCAC staff will keep the Membership Committee informed of activities conducted by the other BCAC committees.

10. Costs

Individual Committee members will be responsible for all costs related to any BCAC Committee activity (travel, accommodations, incidentals, etc.).

Part-time support is available from staff, but this committee itself should expect to be responsible for accomplishing a significant number of its tasks.

Any funding requests will be brought forward to the BCAC board for approval.