

Mid-Island Castaways Fly-Fishing Club

TERMS OF REFERENCE

Membership & Communication Committee

Role

The purpose of the Membership & Communication Committee is for:

Responsibilities

The Membership & Communication Committee is responsible for:

- maintaining a current membership list including contact information.
- play the central role in communicating information about club activities.
- develop and deliver member surveys/polling.
- oversight for website management and content.
- oversight for Facebook content.

Chair

The Chair will be a board member determined by the board of directors.

Membership

The Membership & Communication Committee will consist of as many individuals as deemed necessary by the Chair and recruited by the Chair. Members will be selected from the general membership of those with an interest in maintaining and enhancing the various communications tools used by the Club. All activities of the Committee are to be carried out on a volunteer basis.

The Club President will be an ex officio member without a vote.

A committee member who does not uphold their responsibilities or misses 3 meetings without a reasonable explanation will be asked by the Chair to resign from the Committee.

Term

The Committee will serve for one year starting immediately after the A.G.M. until the A.G.M. of the following year. Members may continue to serve on the committee after their initial term is completed.

Meetings

The Committee will meet as often as deemed necessary to fulfill their responsibilities by consensus of the committee members. The meetings may be in-person, by teleconference or electronically, e.g., Zoom, Skype, Facetime.

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member

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may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

The Chair will submit a written report to the Secretary each month prior to the board meeting for inclusion in the minutes of the board meeting which the report is given.

Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

Decision Making

The Committee shall strive for consensus (i.e., “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue; i.e., vote, continue discussion, table the issue to another meeting, or take the issue to the board of directors.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The Committee cannot commit the use of the Club’s financial resources without prior approval from the board of directors.

Minutes

The Committee will appoint a member to take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the club’s practice.

Guests

The Chair may invite guests to attend as a resource as required.

Accountability

The Committee members will be accountable to the Board of Directors through the Chair of the Committee.

Reviewed by Board of Directors: March 8, 2021

Approved by Board of Directors: March 8, 2021