

Membership Committee Terms of Reference

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

Purpose

The Membership Committee will assist the Director of Member Services with ongoing membership support. This will include preparing letters for the annual membership campaign, welcoming new members, maintaining a monthly membership statistics spreadsheet and managing an annual exit feedback survey for non-returning members.

Membership Committee members will:

- Assist with the annual membership renewal by preparing all letters to be sent out to current members via the Office Manager
- Send a welcome email within 2 business days of receiving notice of them joining PAVRO
- Maintain a monthly statistics spreadsheet with data on current membership numbers, how many members from each sector, in each age group and gender
- Using the data from the spreadsheet, the membership committee may occasionally be asked to prepare a report on membership trends, current numbers compared to the previous year, etc.
- Update the annual exit feedback survey which will be sent out by the Office Manager. Once the survey is completed by members, the membership committee will review the data and provide a report to the Board to summarize findings.

OBJECTIVES

Specific outcomes expected from the Committee during the operating term:

- Support strategic plan outcomes
- Complete welcome emails to all new members
- Support membership renewal process
- Facilitate exit feedback survey
- Maintain monthly membership statistics

METHODS OF OPERATING

The committee will conduct its business and communicate with PAVRO's other committees and Board.

- Liaising with Director, Member Services
- Interacting with committees, Directors and staff as necessary

MEMBERSHIP OF COMMITTEE

The Committee will ideally be composed of 3 PAVRO members in good standing. Representatives from varied geographic and different sectors would provide specific membership insight.

The Committee Chairperson shall be appointed by Director, Member Services

ACCOUNTABILITY OF COMMITTEE

The Committee is accountable to the Director, Member Services

MEETING FREQUENCY

Anticipated time requirement: 1-3 hours per month as necessary to meet committee goals

Approved: May 5, 2017