



**BC SOCCER**

**2020-2021 Membership Committee**

**Terms of Reference**

Advisory to the Board of Directors providing support on all matters of membership, including reviewing membership applications for consistency with Association vision and mission, and required compliance with BC Soccer's Constitution, By-Laws, Rules and Regulations.

**Membership:** The membership of the Membership Committee shall be comprised of a minimum of three members, two of which must be members of the Board of Directors. The Chair and Vice-Chair must be members of the Board of Directors.

The Committee Chair is provided the authority to approve associate membership annual renewals and associate membership applications in the Short-Term Event category.

**Formation:** The Committee Chair is approved by the Board of Directors, upon a recommendation from the President of BC Soccer. The approved Committee Chair selects the Committee members.

**Terms:** All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

**Goal:** The goal of the Committee shall be to advise and support the Board of Directors, including reviewing membership applications for consistency and required compliance with BC Soccer's Constitution, By-Laws, Rules and Regulations.

**Deliverables:**

1. Be responsible for reviewing new member applications.
2. Be responsible for reviewing the status of members.
3. Be responsible for delivering against additional board agreed priorities.
4. The Chair has the sole ability to approve Associate Membership Annual Renewals and associate membership applications in the Short-Term Event category.

**Jurisdiction:** The Committee has no authority to make changes and may only advise the Board and the membership with respect to membership matters.

**Resources and Budget:** The appropriate staff member will review relevant budget items with the Committee Chair annually.

**Governance:** A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required. Staff members/liasons do not hold a vote.

**Communications:** Communications shall be typically by conference calls, face to face meetings, email, and as called by the Chair of the Committee.

**Relationships:** The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

**Related Bylaws:** The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer. Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

**Staff Liaison:** The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

**Composition**

- BC Soccer Board of Director and Chair, John Charlton
- BC Soccer Board of Director Member and Vice-Chair, Francisco Rubio
- BC Soccer Board of Director Member, Carlos Grosso
- BC Soccer Board of Director Member, Landon Ling
- Staff Member, Director of Operations once in post
- Staff Liaison, Nicole Laird