

**The Institute of Chartered Secretaries
And Administrators in Alberta**

**Terms of Reference for the
Membership Committee**

Reporting to: The Alberta Branch Board of Directors

Role: To act as a liaison between the Alberta Branch, National and new and existing members.

Key Responsibilities: Provide an oral update and/or written report on membership levels monthly during regularly scheduled Board of Director meetings. Regularly contact National Office to ensure Alberta membership list is up-to-date. Maintain a list of volunteer resources available. Answer questions related to membership and liaise with National Office as necessary.

Critical Factors: Provide an open line of communication between the membership and the Alberta Branch activities and the National registry. Liaise with the National Office and the Alberta Board concerning individuals who appear to be delinquent in the payment of annual dues, seeking resolution at any Board Meeting in the form of assistance from fellow directors.

Membership Qualifications: Committee Chair should be a member of the Branch and be active on the Board of Directors. Committee members should be an ICSA member in good standing.

Contacts & Liaisons: Regular communication and contact should be made with Alberta Branch and National

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