



Institutional Membership Review Working Group Terms of Reference

Purpose

To examine the Association's institutional membership category and recommend any changes to the Board.

Tasks

The working group's examination of the membership category includes but is not limited to the following:

- Profile current, lapsed, and prospective institutional members
- Analyze the current benefits for institutional members, including the uptake on those benefits, whether they meet their needs, and what are projected future needs
- Analyze the current financial contributions of institutional members, including the fee structure
- Examine take-up of institutional member benefits for employees vs. individual membership take-up, including individual fees
- Examine the effect of bylaw changes (anticipated approval in mid-2020) on institutional membership

The working group will conduct any surveying of members as deemed necessary during 2020 with interim reporting to the Board no later than 31 Dec. 2020.

The working group will develop a high-level communications plan regarding its recommendations.

Governance

The working group is an ad-hoc committee, reporting to the Board of Directors.

Membership

Jane Morrison, Secretary – Chair (Membership Committee Board liaison)

Shamin Malmas, Chair of Membership Committee

Jennifer Mohan, Finance Committee member/liaison

John Roberts

David Mawhinney

Anna Gibson Hollow

tbd