



# TAEKWONDO CANADA

## Terms of Reference

### Membership Committee

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House of Sport, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7

**Committee Name:** Membership Committee

**Mandate:** The Membership Committee (the “Committee”) is an appointed committee of Taekwondo Canada. Its role is to assist the Board of Directors in member engagement, feedback, and implementation of membership fees and collection. The Committee will report to the Board of Directors.

**Authority:** The Committee is created by the Board of Directors (the “Board”) and is an active advisor to the Board. The Committee may establish sub-committees to deal with specific issues in relation to the mandate of the Committee. The committee gives recommendations to the board as it is the board that sets the membership.

**Key Duties:** The Committee will perform the following key duties:

- Actively solicit feedback from key partners from within TC.
- Actively solicit feedback from all willing T/PSO’s as to how T/PSO’s will collect fees and what amount is suggested to be paid to TC.
- Advise the Board on other National Sport membership systems and average fees collected and submitted to the National body.
- Suggest the best way to collect and report memberships to TC.
- Suggest a database which could house all membership information.

**Composition:** The Committee members shall be appointed until August 31, 2020, or until determined otherwise by extension or resolution of the Board.

The Committee shall be comprised of not less than 3 and not more than 5 individuals who will be selected after a public call for interest.

The Committee shall have at least two committee members who also sit on a P/TSO board of directors currently.

The Board may also appoint non-Directors to the Committee if their expertise and/or experience is deemed appropriate and valuable.

The Board may remove Committee members.

The membership of the Committee will have regard to the diverse nature of Taekwondo Canada’s membership including language, gender, ability/disability and geographic location.

Should a vacancy occur on the Committee for whatever reason, the Board may appoint a qualified member to fill the vacancy for the remainder of the vacant position’s term.

**Meetings:** The committee will appoint the Chair from a vote within the committee. The Committee will meet by telephone or electronically as required. Meetings will be at the call of the Chair. A majority of voting members shall constitute the Committee’s quorum.

- Resources:** The Committee will receive resources from Taekwondo Canada to fulfill its mandate as determined by the Taekwondo Canada Board of Directors. The Committee may, from time to time, request and receive administrative support from the Taekwondo Canada office staff.
- Reporting:** The Committee will report through the Chair to the Board at meetings as necessary. The Committee will report to the membership, in writing, at the Annual General Meeting as necessary.
- Approval:** These Terms of Reference were approved by the Board of Directors of Taekwondo Canada on May 27, 2020.
- Review:** The Committee will review these terms of reference and will make recommendations to the Board on any revisions, if warranted.