

Membership Committee Terms of Reference

Introduction

The Membership Committee is a committed group of volunteers, council members and staff who advise Chief and Council on Membership related activities and support all activities pertaining to the Membership Department.

Accountability

The Membership Committee is directly accountable to Chief and Council through submission of monthly minutes.

Goals

The Goals of the Mississauga First Nation Membership Committee are:

- ✓ To support and promote Mississauga First Nation's Vision and Mission Statements and Seven Guiding Principles
- ✓ To ensure accurate membership records for the members of Mississauga First Nation
- ✓ To Provide accurate membership information to Chief & Council

Membership

The Membership Committee is made up of, but not inclusive of:

- Chairperson (Councillor)
- Membership Clerk – program resource
- Councillor(s) with Portfolio
- 6 Members

The Membership Committee is open to all community members however, non-band members do not have voting privileges.

Committee members who miss 3 consecutive meetings without good reason are not recognized as active committee members. The seat will then be assumed vacant, and a replacement will be actively recruited.

The Committee's membership and executive must be approved by Chief and Council. The Executive positions are open to any of the committee members. The executive is selected by nominations and majority vote of the committee.

Term

The Membership Committee's term is three years. The committee dissolves at the same time Chief and Council's term ends. New committees are formed after each Chief and Council election.

Community Participation

Community members who are not part of the Membership Committee can voice their concerns at any regularly scheduled committee meeting.

Community members can address their concerns to either:

- Director of Operations or Lands Manager
- Chairperson of the Committee
- Councillor with Portfolio for the Committee

The concern must be submitted in writing along with a proposed recommendation or resolution.

Conflict of Interest

Members of the Committee, including the Executive, must declare Conflict of Interest on issues that affect their immediate family. Immediate family includes mother, father, brother, sister, son, daughter, spouse, or any other person residing in the committee member's household.

The person declaring conflict of interest must remove themselves from the room. They do not become actively involved in any discussions or decisions when a conflict of interest is declared.

Any committee member may raise any potential conflict of interest for discussion.

Quorum

The quorum of the Membership Committee has 4 voting members.

Responsibilities

The responsibilities of the Membership Committee are as follows:

- ❖ To act as an advisory to Chief and Council on Membership related issues
- ❖ To make informed recommendations and motions to Chief and Council
- ❖ To recommend new or amended policies to Chief and Council with the assistance of the Membership Clerk
- ❖ To act as an appeal mechanism for Band Members as the issue relates to policies
- ❖ To keep accurate financial records of the committee's accounts and report it to Chief and Council in the minutes
- ❖ To act as a forum for community members to access information
- ❖ To fundraise, organize and promote committee sponsored events
- ❖ To actively participate in all committee meetings and committee sponsored events
- ❖ To develop and implement objectives each new term to meet the goals of the committee

Meeting Dates

The Membership Committee meets once a quarter in the evening. Meeting dates are set for the 2nd Wednesday of the month.

Emergency meetings may be called as required.

Agenda

The agenda of the Membership Committee meeting is as follows:

1. Opening
2. Adoption of Agenda
3. Declarations of Conflict of Interest
4. Approval of Minutes
5. Business Arising
6. New Business
7. Reports
8. Date of Next Meeting
9. Adjournment

Roles and Responsibilities

Chairperson

- To chair the meetings, to keep order and continuance
- Ensures quorum
- Sets agenda for the meetings in consultation with the Membership Clerk
- Ensures members declare conflict of interest when applicable
- Is allowed to vote only in the event of a tie
- Asks for comments/input from all committee members and/or community members in attendance
- Records all votes (in favor, opposed, abstentions)
- Is the official signing authority on committee correspondence
- Nominates someone to chair the meeting in their absence

Membership Clerk

- Is a resource and advisor to the committee
- Prepares agendas, meeting notices, meeting packages and correspondence
- Ensures timely distribution of meeting packages to committee members
- Takes minutes of meetings
- Ensures minutes are reviewed by the Chairperson before submission to Chief and Council
- Copies and forwards minutes of meetings by noon Friday prior to regularly scheduled Chief and Council meetings
- Keeps a copy of all committee correspondence
- Reports on activities in the Membership Department
- Develops and reviews policies in cooperation with the committee
- Ensures appropriate information is available to the committee for motions and/or recommendations
- Is NOT allowed to vote

Council with Portfolio

- Actively participate in committee meetings
- Support committee activities and recommendations
- Represent Council at meetings and activities of the committee
- Report to Council on activities of the committee

Other Members

- Can actively participate in all committee meetings and functions