

**OLD GRACE HOUSING CO-OPERATIVE  
MEMBERSHIP COMMITTEE**

Terms of Reference

<b>Item</b>	<b>Considerations</b>
<b>Role</b>	The Membership Committee is a Standing Committee of the Board. Its role is to carry out functions required to ensure compliance with By-laws and Occupancy Rules as they pertain to Membership including the allocation of available suites.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that website information regarding membership is current.</li> <li>• Answer queries from the public, Friends and Members regarding membership.</li> <li>• Maintain current lists as required for: Members and Residents, OGHC Friends, and Wait List.</li> <li>• Process Friend applications and withdrawal refund requests as required.</li> <li>• Allocate available suites in accordance with policy.</li> <li>• Provide OGHC orientation to prospective Members.</li> <li>• Liaise with the Board and Brydges (as appropriate) when issues regarding membership and residency require action.</li> <li>• Advise and make recommendations to the Board on issues related to the above responsibilities as required from time to time.</li> </ul>
<b>Chair</b>	The Chair (Co-chairs) of the Membership Committee are selected and appointed by the existing members of the committee. Co-chairs are recommended due to the broad range and responsibilities of the committee work involved.
<b>Membership</b>	The Membership Committee should be a minimum of 3 and a maximum of 8. Non-members should not attend due to confidential items that arise. When committee members are selected the diversity within our co-op community will be considered.
<b>Liaison with board</b>	Liaison with the board is through the Executive Committee. The Chair (Co-chairs) may ask (or be invited) to attend a board meeting to discuss designated issues.
<b>Reporting</b>	The Membership Committee will submit reports to all Membership General Meetings. In addition, it will submit reports to the Board on request. To date, the Board has not requested Minutes, but Minutes stating attendance and decisions made can be submitted upon request.
<b>Quorum</b>	The quorum will be 51% of the number of members.

<b>Decision-making / Voting</b>	Decisions are made using the co-op consensus decision making model after thorough discussion. Decisions will be recorded in the Minutes. The Chair (Co-chairs) may take minor or time-sensitive actions on their own and report these to the committee.
<b>Frequency of Meetings</b>	The Committee meets as necessary to address issues as they arise, approximately 4 or 5 times per year. The Chair/Co-chair sets the date in consultation with all committee members.
<b>Term of appointment</b>	We recommend that a minimum two years is required due to the number of tasks and complexity of issues that arise. There is a marked learning curve. The Committee requires both continuity of experience and change within its membership.
<b>Date of Last Review</b>	<b>11 June 2024</b>
<b>Confidentiality</b>	All members of the committee are required to sign a confidentiality agreement. The Committee has contact information for all Members and Friends. We are responsible for obtaining financial information for those applying for affordable suites. Confidential information will be shared with the minimum number of committee members needed to carry out committee responsibilities effectively.
<b>Evaluation</b>	The Committee welcomes any feedback from members, other committees, and the Board. We add issues raised to us to the agenda of our next meeting for discussion and/or decision making as required.
<b>Amendment History</b>	Terms of Reference were drafted in 2016 and reviewed in 2017, but not formally adopted. Revised and adopted in 2020. Reviewed in 2022. Revised in 2023.