

Membership Committee Charter

Approved by Vancouver Food Co-op Board of Directors March 11, 2009

Mission: The mission of the membership committee is to oversee care of and communications with Vancouver Food Cooperative (VFC) members for the benefit of VFC.

Duties: In order to care for the needs of VFC members, the membership committee shall:

1. Provide welcome communications with new members and coordinate ongoing communications with all VFC members.
2. Keep a VFC membership data base and share information with other committees when appropriate.
3. Review and award membership scholarships based on board approved criteria.
4. Plan member focused activities

General Authority: The membership committee shall be accountable directly to the board through mechanisms established by the board. The committee shall not have the authority to make binding decisions except those authorized by the board. The committee may recommend changes in policy to the board.

Financial Authority: The membership committee has no financial authority except as approved in the annual budget, and as otherwise authorized by the board.

Meetings: The membership committee shall meet at least monthly, or as otherwise determined by the members of the committee. Because of confidentiality concerns, attendance at some meetings may be by invitation only.

Decision Making: After all committee members present have expressed their point of view, the membership committee shall make its decisions by majority vote. A quorum shall be 60 % of the committee members (rounded to the nearest whole number).

Committee Membership: The membership committee shall consist of at least three members, with at least one member of the board serving on the committee. Only members of VFC may serve on the membership committee, though non-members may be invited to work on special projects of this committee. Each committee member must actively participate in carrying out the duties of the committee. All committee members shall agree to hold information confidential and must sign a confidentiality agreement.

Committee Chair: The membership committee shall select one of its members to act as committee chair. The selection shall occur annually or more often if needed. The chair shall ensure that:

1. Meetings occur according to the committee charter.
2. Meetings have appropriate agendas and are well facilitated.
3. Minutes of the committee meetings are taken, and maintained.
4. Expenses are monitored and an account of expenditures is maintained.
5. The committee reports to the board and coordinates with other committees through the Action Team.