Terms of Reference
Membership and Events Advisory Committee

Role

The Membership and Events Advisory Committee (the Committee) is an advisory committee of Strata Community Association "SCA (Vic)". The Committee recommends initiatives relating to membership and event activities to the SCA (Vic) Board that align with the SCA (Vic) Strategic Plan.

Purpose

To identify opportunities and develop initiatives that:
- enhance the value proposition of SCA membership; and
- provide high quality outcomes for events conducted by SCA (Vic)
- address any actions that pertain to membership or events that are referred by the SCA (Vic) Board

in accordance with the SCA (Vic) Strategic Plan for recommendation to the SCA (Vic) Board.

The Committee's key roles include (but is not limited to)

- Identify and develop initiatives that enhance member benefit offerings to members for recommendation to the SCA (Vic) Board.
- Identify strategies that assists the Secretariat to achieve membership objectives contained within SCA (Vic) Strategic Plan, ie. growth, membership satisfaction
- Analyse member feedback (member surveys, event feedback) and make recommendations to the SCA (Vic) Board of actions required to address positive change.
- Review or create required policies pertaining to membership and events.
- Assist the Secretariat in creating enjoyable and beneficial social events for members, including formats, themes and entertainment that adhere to budget.
- Identify strategies to successfully promote value of membership.
- Identify strategies to encourage participation in social events.
- Develop a member engagement program that includes a new member welcome pack/pathway for recommendation to the SCA (Vic) Board.
- Develop a volunteer recognition program for recommendation to the SCA (Vic) Board.
- Develop necessary member surveys to extract feedback required to assess where actions are required.
- Provide feedback to the Secretariat on new website development.
- Keep abreast of relevant membership and event initiatives executed by other organisations.
- Support and participate as required in SCA (Vic) events.
- Provide recommendations and feedback as required to the Board on membership and events related matters.

Responsibilities of Committee Members

Committee members must:
- protect all confidential information from unauthorised access;
- declare any conflicts of interest;
- keep all material, correspondence and discussions of each SCA (Vic) Advisory Committee and working group confidential;
- be available for meetings and review email correspondence;
- prepare for meetings by familiarising with materials circulated in advance of each meeting;
- be prepared to participate in working groups created by the Committee on specific projects;
- attend at least 75% of all scheduled meetings; and
- be willing to assist in facilitating events if required.

Composition and Tenure

- There will be a maximum of 10 committee members. Committees are permitted to appoint temporary members if required.
- The maximum number of Board members on the committee is not to exceed 50% of the total number of Board members.
- Members are appointed by the SCA (Vic) Board and are to be representative of the membership of SCA (Vic) and be competent to fulfil the role as described above. The SCA (Vic) Board has the right to refuse or remove any individual member.
- The Chair or Deputy Chair shall be a Board member to enable direct reporting to the Board.
- Except in cases where a member resigns or is removed by the SCA (Vic) Board, members will remain on the Committee until the date of the next Annual General Meeting.

Code of Conduct

Members are expected to adhere to the SCA Code of Conduct as well as:

- listen, keep an open mind and be constructive;
- participate, ask questions and give feedback;
- ask for clarification should it be required;
- give everyone a chance to speak;
- have an opinion; a healthy debate is welcomed; and
- be prepared to carry out all majority decisions of the Board and promote those decisions to all stakeholders.

Meetings

- Meetings will be scheduled and convened by the SCA Secretariat.
- Meetings will be held a minimum of four times per year and will proceed on the basis of a circulated agenda.
- The timing of meetings will be determined by the Convenor in consultation with committee members.
- Decisions of the committee will be made on a majority basis.
- Minutes of meetings will be provided to committee members within 7 business days of the meeting and will also be made available to the SCA (Vic) Board.
- One volunteer CPD point will be provided for each committee meeting until the maximum is reached.

Committee Member Recruitment, Resignation & Removal

Should a member no longer wish to participate in the Committee, they are requested to resign in writing to the SCA (Vic) office addressed to the convenor of the Committee.

It is a majority decision of the Committee to decide if a vacancy on the Committee is to be filled at the next scheduled meeting.

Removal of a committee member is a decision that will be made solely by the SCA (Vic) Board.