

Science Atlantic Membership Committee Terms of Reference

(Approved May 19, 2026)

Purpose

The Membership Committee (“the Committee”) provides ongoing oversight of Science Atlantic’s (“the Organization”) membership structure, fee model, and member benefits.

Scope

- In-Scope: Defining value propositions for all member categories; establishing fee structures for individual and organizational members; customer discovery and focus group oversight; and membership recruitment strategies.
- Out-of-Scope: Daily administrative member management; individual conference registration logistics; and non-membership related financial auditing.

Committee Responsibilities and Activities

- Value Proposition: Articulate and regularly review the return on investment (ROI) for voting members and associate members (individual and institutional).
- Customer Discovery: Direct primary research (e.g., focus groups and surveys) to identify member needs and desired outcomes.
- Fee Structure: Regularly review how membership fees are determined and update the fee schedule using current data.
- Member Relations: Establish long-term engagement strategies to maintain connection with institutional members, alumni, retired faculty, students, and the wider community.
- Bylaw Compliance: Work with the Governance and Policy Committee to ensure all membership changes align with Corporations Canada requirements.

Reporting

- The Committee reports to the Board.
- The Committee prepares a written report for the Annual Members Meeting

Authority

- The Committee has the authority to determine fee structures.
- The Committee has the authority to approve focus group questions and outreach materials for membership research.

Membership

- The Chair is a member of the Board.
- The Recording Secretary is a voting member of the Committee.
- Board Representatives: At least two members of the Board of Directors.
- Community Members: Up to five individuals from the broader community (e.g., industry, alumni, government).
- All Board Representatives and Community Members are voting members of the Committee.
- Executive Director is ex-officio and a non-voting member of the Committee.
- If available, Science Atlantic may provide administrative support to the Committee; staff are not members of the Committee.

Term

- Membership is for a two-year term (renewable).
- The Chair may hold a maximum of two consecutive two-year terms.

Meetings

- Frequency: At least quarterly, or more frequently as the need arises.
- Agendas/Minutes: Prepared by the Recording Secretary, distributed via the Science Atlantic internal portal. Distributed via email to committee members at least three days prior to meetings.
- Quorum: 50% of the voting membership plus one, which must include the Chair.
- Communication Between Meetings: Day-to-day project updates and task tracking will occur via the Science Atlantic Task List (Google Sheets/SPC) and email.

Member Commitment

Attendance Requirements: Members are expected to attend all scheduled committee meetings.

- Hours per Month: Five
- Specific Duties:
 - Committee Chair: Lead meetings, represent the Committee at Board meetings
 - Recording Secretary: Prepare and distribute agendas and minutes
 - Executive Director: Oversee the research process and ensure alignment with Science Atlantic's standards; lead high-level institutional negotiations (e.g., government and college leadership); serve as an ex-officio advisor

Review of these Terms of Reference

These Terms of Reference will be reviewed by the Division Committee every two years or more frequently as needed. Changes will be brought to the Board for approval.

Effective Date: May 19, 2026

Dates of Review of Terms of Reference