

## **OFNC Membership Committee - Terms of Reference**

### **Composition**

At least 2 members.

### **Mandate**

1. To ensure that the records of the membership are maintained.
2. To maintain an up-to-date record of members of the club.
3. To keep the Board of Directors informed of the state of membership.
4. To act as a liaison between the members and the Board on all matters respecting the conditions of, business with and interest to membership.
5. To distribute charitable income tax receipts to donors and retain the Club's copy of these receipts.

### **Duties**

1. Providing statistical analysis of membership data for Club initiatives for Board or committee use.
2. Distributing membership renewal notices and other relevant material to the membership.
3. Distributing packages of information to welcome to new members.
4. Forwarding to committee chairs, expressions by members for volunteering to participate in the workings of the club.
5. Sending out reminders by email of OFNC events for the upcoming month to members who have declared a wish to receive them.
6. Sending notices by email to the general membership of special OFNC events or other events or information of interest to the OFNC.
7. Upon receipt from the OFNC treasurer, distributing charitable income tax receipts to donors, and retaining the Club's copy of these receipts.
8. Maintaining a database of charitable income tax receipts sent to donors.