



TERMS OF REFERENCE

BCGREA: RECRUITMENT AND RETENTION COMMITTEE

February 1, 2024

Committee Name

- BCGREA: RECRUITMENT AND RETENTION COMMITTEE

Purpose

- The role of the Recruitment and Retention Committee (the 'committee') is to provide strategic direction and leadership to ensure the BCGREA attracts new members while retaining the current members.

Scope

- The committee is responsible for making recommendations to the Table Officers and Directors for the continuity and enhancement of BCGREA membership.
- The committee will assist Branches by recommending strategies and best practices for recruiting new members.
- The committee will assist Branches by recommending strategies and best practices for involving members.
- The committee will develop a budget for items relating to recruitment and retention initiatives.

Authority

- The committee is a standing committee of the BCGREA under its Constitution and Bylaws including Policies and Procedures.

Membership

- Committee will consist of not less than 6 or more than 10 members.
- The committee will strive to maintain target numbers by inviting volunteers from Branches that continues geographic and member diversity of the committee.
- Committee members must be members in good standing with the BCGREA.
- The Provincial Membership Secretary will sit on the committee to ensure information and initiatives are communicated to the Officers.
- The committee will determine its organizational structure and elect personnel by majority vote to fill the required positions.
- Committee members will make reasonable efforts to attend meetings.
- A committee member may resign from the committee by providing notice to the Chair in writing or via email.

Meeting Arrangements

- 4 members of the committee shall constitute a quorum.
- When required, in-person meetings will be held in conjunction with the in-person Directors' meeting and the AGM to minimize additional travel expenses.
- The committee will meet at the call of the Chair by video conference as required.
- The Secretary will record and circulate the minutes of the meetings.
- The Secretary will work with the Provincial Secretary to arrange the meeting venue and video conference meetings when required.
- The agenda will be developed by the Chair and Secretary and distributed (with supporting documentation) one week before the meetings.

Reporting

- The committee Chair reports to the Provincial Table Officers.
- The Chair will provide reports of committee activities to the Directors at their regular meetings.
- The committee will provide a report of income and expenditures by the committee as a part of the annual budget reporting process.

Committee Resources and Budget

- The committee will develop an annual budget request to present to the Treasurer of the Association.
- Once approved by the Treasurer, the budget funds will be set aside within the Provincial budget for use by the R&R Committee.
- The Provincial Treasurer will keep a separate ledger for the R & R committee for reporting purposes within the allotted budget.

Objectives

- The committee will prepare an annual work plan that outlines the key activities that the committee will undertake during the upcoming year.
- The committee will prepare an annual report of committee activities and accomplishments for submission to the Annual General Meeting.

Review

- To be reviewed annually and reported on at the AGM.