



MEMBERSHIP & SPONSORSHIP COMMITTEE

TERMS OF REFERENCE

June 24, 2022

The Membership & Sponsorship Committee (the “Committee”) is a committee of the Geoscience BC Board of Directors (the “Board”).

Purpose, Functions and Responsibilities

- Develop and implement a multi-year membership & sponsorship plan (including setting achievable annual targets) to attract, retain and engage non-voting, paying members and to attract sponsorship revenue (for research programs and associated external relations and public access to data, scholarships, and events).
- Administer the application process for the sub-classes of non-voting membership of Geoscience BC Society and the related rights & benefits and membership fees applicable to these member sub-classes as established by the Board of Directors from time to time, including the preparation of the form of application for membership as a non-voting member and the acceptance of each individual applicant for membership in the Society.
- Administer other membership and sponsorship materials, such as Non-Voting Member Guidelines, as required.

Committee Membership

- Committee membership consists of, but is not limited to, the Board Chair and Board Vice-Chair (or any of at least two volunteer Directors appointed by the Board) with the President & CEO, Accountant & Corporate Secretary, Vice President, External Relations and the Communications & Membership Manager.
- Committee members may also invite external individuals or groups to assist, on a voluntary basis, the work of the Committee.
- Committee terms will be for one year.

Appointment of the Committee Members and Committee Chair

- The Board will appoint members of the Committee, including the Committee Chair, at any Board meeting following the Geoscience BC Annual General Meeting each year, or at any general meeting.
- The Board retains the authority to add or revoke an appointment as may be deemed necessary.
- Any Committee vacancy can be filled by the Board for the remainder of the term of the Committee member being replaced.

- If a Committee member misses three consecutive meetings without giving reasonable cause to the Committee Chair in advance, he or she will be deemed to have resigned from the Committee.

Duties of the Committee Chair

- Ensure Committee functions are carried out;
- Organize Committee meetings, with the assistance of the Corporate Secretary; and
- Ensure that an agreed written record (meeting minutes) of each of the Committee meetings, including all recommendations, is submitted to the Corporate Secretary and forwarded to the Board as required.

Meeting Procedure and Frequency

- A quorum will consist of a majority of Committee members.
- All Committee decisions will be made by majority vote.
- Meetings of the Committee may be conducted in person, by teleconference or by videoconference.
- Meeting frequency and dates to be determined by the Committee members, however, they would likely be held quarterly following each Board meeting.

Staff and Other Resources

- The Corporate Secretary, as a Committee member, will assist the Committee with meeting scheduling, dissemination of documentation, liaising with the Board, record keeping, and other tasks that may be required by the Committee from time to time.
- Committee members will be reimbursed for their travel and out-of-pocket expenses for participating in Geoscience BC meetings and undertaking Geoscience BC business.

Terms of Reference to be reviewed annually by Committee members and other Geoscience BC staff if, and as, required