



Cheer Canada

Membership Management System Terms of Reference

Committee Name	Membership Management System
Chair	Lilly Demers, Alissa Stewart
Composition (# Members, any details relating to selection process)	<p>Committee members will be made up of individuals that have relevant experience. Below are what would be considered as qualifications for the selection criteria:</p> <p>Required</p> <ul style="list-style-type: none"> • A minimum of one French speaking committee member <p>Suggested</p> <ul style="list-style-type: none"> • Experience in database or other sport content management system is considered an asset • There are no term limits for members of the Committee. The Chair is a voting member of the committee and may invite other individuals, including technical experts to participate in meetings as necessary. <p>Members shall be appointed for a term of a minimum of one (1) year, with no term limits. The Chair and Cheer Canada board member(s) listed are voting members of the committee. The Chair may invite other individuals, including technical experts to participate in meetings as necessary.</p>
Preferred Number of Members	Composed of a minimum of five (5) with a maximum of nine (9)
Mandate	<ul style="list-style-type: none"> • Create a template for membership registration by March 15th 2018. • Recommend, develop and implement an online registration system • Establish the Cheerleading Canada membership fee structure for all participants
Key Duties	<ul style="list-style-type: none"> • Establish registration software requirements

	<ul style="list-style-type: none"> ● Collaborate with and provide advice to the PSO'S to ensure participants information is collected in an appropriate manner by all PSO'S. ● Establish the database requirements and the member profile core functions ● Conduct research on other national sport organization fees per athletes ● Conduct research on other national sport organization membership structures, databases and registration systems (PSO and NSO links) ● Conduct research on potential membership database software and online registration systems. (Could be one system) ● Ensure the membership database complies with the requirements from Sport Canada
Authority/Guidance from the Board	The committee will make decisions via vote, then propose action in the form of a recommendation to the Board. The Board may approve the recommendation, revise or send it back for further investigation.
Budget	There is no budget allocated for this committee.
Frequency & Types of Meetings	Meetings will occur weekly by phone or video conferencing or at the request of the Committee Chair. Participation in electronic communication will be necessary between meetings. Additional research, drafting and work will be regularly required outside of meeting times.
Resources	Look into our own database and material.
Reporting to Board	<p>The committee reports to the Board of Directors by submitting a report at a minimum of twice a month. The Committee will maintain minutes of its meeting and will make those minutes available to Committee members and the Board of Directors.</p> <p>First deliverable Mid March 2018: template for PSO membership submission</p>
Duration of Committee Approval & Conclusion	These Terms of Reference were approved on January 29, 2018. This Committee will dissolve when the system is set-up and implemented.