

Terms of Reference of the Professional and Membership Services Committee

Purpose and Duties

1. The Professional and Membership Services Committee meets at the request of the Board or the Chair to provide services to members, subject to the Bylaws and Board policies.
2. The Professional and Membership Services Committee is obliged to act on any other matters assigned by the Board.

Membership

1. The Professional and Membership Services Committee includes:
 - 1.1. One board member appointed or elected by the Board of Directors as Chair.
 - 1.2. One board member appointed or elected by the Board of Directors as Vice-chair.
 - 1.3. Three or more members of TRO appointed or elected by the Board of Directors.
2. A quorum of the committee is three committee members, with one being the Chair or Vice-chair. In the event a member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.

Terms of Office; Appointment, Reappointment and Termination of Membership

1. The Board will appoint a board member as the Chair, and one Board member as the Vice-chair.
2. The Vice-chair will act on behalf of the Chair in the latter's absence.
3. The Board will appoint other members for a one-year term.
4. A Committee member continues to hold office after their term, until the member is re-appointed or a successor is appointed.
5. The Board may make temporary appointments to the committee, to fill vacancies in committee membership, until a formal request for committee membership and selection process has been initiated and successfully concluded.
6. Committee members will normally be appointed by the Board's second meeting following the Annual General Meeting.

Duties and Responsibilities of the Chair, Vice-chair and Members

The Committee Will:

1. Work with the TRCC to oversee the communications, public relations and awards functions.
2. Promote partnerships with other professional associations and stakeholders in conjunction with the TRCC.
3. Prepare documents or reports for the Board or members' consideration.
4. Be a representative on the TRO Conference planning committee and liaison to the board.
5. Work with TRCC on various special projects/special events including: liaise with education institutions, promote recruitment and retention of members.
6. Deal with any matter, unless the Board has specifically entrusted this matter to another Standing Committee.

Reviewed: December 2013

To be reviewed: December 2015