



*The Canadian Critical Care Society*  
*La Société Canadienne de Soins Intensifs*

**MEMBERSHIP/FINANCE COMMITTEE**

**Terms of Reference**

**Purpose:** The Membership/Finance Committee provides strategic guidance to retain and grow an actively engaged membership with the requisite knowledge, skills, abilities, and values to fulfill the Society's mission and goals. In addition, it is in charge of all financial activities on behalf of the Society, including management of its assets and financial planning.

**Functions:**

- Approve applications for membership and annually review membership criteria, categories and dues.
- Recommend strategies to the Board for growing membership and retaining current members.
- Continuously evaluate the value of membership and promote membership benefits.
- Ensure an accurate, comprehensive, and regularly updated membership database.
- Nominate officers for Committee Chairs and Members.
- Supervise the bookkeeping and accounts of the Society.
- Prepare the annual statement.

**Accountability:**

- Copies of all correspondence and minutes from this committee to the Executive.
- Before dissemination to general membership, all documents from this committee to be reviewed by the CCCS Executive. (CCCS Strategic Planning page 7/9)

**Membership:**

- Members to be recruited by an open letter to the membership of the CCCS.
- Size of committee, including the Chair, to be limited to 5 individuals.
- Chair (Treasurer) to be chosen by the CCCS Executive.
- Term of membership and chair: 3 years, staggered.