



PETERBOROUGH NEW HORIZONS BANDS

Membership Committee Terms of Reference

Date Issued: 2024 July 4

Purpose: To Manage membership engagement, collection of funds and providing guidance.

Composition:

The committee is made up of these roles,

- Chair to manage all members of this committee.
- Members Manager.
- Members Manager backup and other assistants (at least one)
- Accounts Receivable Coordinator or Treasurer or delegate
- Accounts Receivable Band Representative (for each band)
- Board Liaison - the Board Secretary (see By Laws) or other Board member to liaison with this committee and keep informed of the committee's progress and of any needs to bring to the board's attention.

Responsibilities:

Chair

This could be one of the members of this committee but ideally the Members Manager is the default.

To have regular committee meetings to assist in improving processes and getting status updates as needed.

For the rest of the roles, this is just a summary, see the Position Descriptions for each role for complete details.

Members Manager

To serve as the initial contact person for prospective members and getting them engaged.

To assist with the Publicity Committee with recruitment events and coordinate Information Day and Open House. To collect names of prospective members for Green Band. To assist with new season enrollment.

To assist the Communications Manager with maintaining the membership database.

A/R (Accounts Receivable) Coordinator and/or Treasurer

To collect band membership fees with the assistance of the Band Representatives.

To collect money for concerts or any kind of fundraising from the Band / Ensemble Representatives or committees.

Be a co-signer on the bank account.

To deposit funds collected into the organization's bank account.

To track all funds handled as a whole and balance with the Treasurer.

To take action as directed by the BOD regarding exemptions (eg. fee waivers, reductions, refunds or credits), as per the Membership Policy.



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Band Representatives

- To collect and track membership attendance and generally if they paid their fees.
- To work with the Communications Manager in maintaining the membership database.
- To pass on cash and cheques to the A/R Coordinator or Treasurer or delegate.
- To work with the other Committees with any activity requiring fund collection.
- To pass on information from the BOD to their band.

Terms of Membership:

One year renewable, although terms of 3 years would be ideal.

Date Approved: July 14th / 2024

Signed: [Signature]
PNHB President

Signed: [Signature]
PNHB Board Secretary

Revision History:

Date	Description	Who
2024 July 4	Put in standard format. Review and update.	Bev Murphy
2011 May 11	Original	