

Peterborough New Horizons Bands

Membership Committee

Terms of Reference

Purpose:

To co-ordinate membership information for current members and to assist in the recruitment of new members.

Responsibilities:

To serve as a contact person for prospective members.

To collect band membership fees with the assistance of band representatives.

To distribute and collect tickets and money for concerts with the assistance of band representatives.

To monitor members taking and returning from leaves of absence.

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

To collect names of prospective members for Green Band.

Composition:

The committee should be headed by a board member, unless other arrangements are approved by the board.

Members of the committee should include at least one representative from each band.

Terms of Membership:

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

Approved on May 11, 2011

Secretary's Signature _____