

SISONKE MEMBERSHIP COMMITTEE TERMS OF REFERENCE.

1.INTRODUCTION:

- 1.The membership committee is constituted as a sub-committee of the Executive committee { EXCO } of Sisonke Association Of Friends { Association }
2. The Committee's main Purpose shall be to co-ordinate the activities of Association by ensuring full participation of general members in all its activities.
3. Membership Committee shall serve as a link between the EXCO, other organisations, and general membership.

2.COMPOSITION

1. Membership of the Committee shall consist of the convener and of Areas Representatives as decided by EXCO from time to time.
2. The convener shall preside over all membership meetings and one of the Area Reps shall act as a secretary.

3.AUTHORITY

1. The Committee shall always act in terms of its delegated authority from the EXCO as recorded in these terms of reference.
2. The Committee has power to investigate and report on any matter within the scope of its mandate.
3. The Committee, in carrying out its duties may call the chairperson of the Association or any member of the EXCO to provide it with the necessary information, subject to approval of EXCO to provide such information.
4. The Committee shall have access to the Association's records, facilities and other resources that may help facilitate its duties and responsibilities.
5. The Committee may liaise and enter into partnerships with other sub-committees and may delegate members of the Association in fulfilment of its duties and responsibilities.
6. The Committee shall make recommendations to the EXCO that it deems appropriate on any matter within the ambit of its mandate where action or decision is required.

4.DUTIES AND RESPONSIBILITIES

- 1 .The duties and responsibilities of the Committee is to ensure regular attendance and active participation of the general membership in all activities of the Association i.e. G.C meetings, Prayer meetings, Funerals and other activities.
2. To encourage members to meet their financial obligations in good time.
3. To revive and ensure that the Association is growing through embarking on recruitment processes throughout the year.
4. To keep the communication lines open and ensure information flow between the EXCO and General membership.
5. To render assistance to members and their families during times of bereavement.
6. To keep record of all those who attend meetings and other activities of the Association and to make a follow up on those who fail to attend.

5.MEETINGS

- 1.Meetings of the Committee shall be held every second month. The membership Convener shall convene the meeting.
2. Agenda shall be circulated to all Committee members at least seven days before the meeting.
3. If the convener is absent from the meeting, He will appoint another Committee member to act as chairman of such a meeting.
4. The secretary of the Committee shall keep appropriate record of all committee meetings as well as minutes of the proceedings and decisions made. Minutes must be circulated to all members for review thereof. The minutes must be approved by the committee at its next meeting.

6.EVALUATION

- 1.The evaluation process of the effectiveness of the Committee will be conducted in alignment with the EXCO evaluation process.