**Terms of Reference Template – Membership Committee**

**Purpose**

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Membership Committee and the basis of its delegated authority from the Board of Directors and members.

**Role of the Membership Committee**

The membership Committee is responsible for the development and implementation of ongoing membership attraction & retention strategies for the club

The membership officer will chair the Membership Subcommittee who will be responsible for:

* Members overall experience
* Inducting new members into the club
* Measuring member engagement in the club
* Identifying “at risk” members of the club
* Developing a re-engagement strategy for those “at risk” members
* Maintain a register of members, life members and sponsors
* Engage with other sub-committees as required to provide feedback about their activities and how they engage with the membership

**Structure of the Membership Committee**

The Membership Committee should be made up a diverse group of members in areas such as;

* Gender
* Term of membership
* Age
* Golf background
* Activeness within club
* Culture

The Membership committee should include at least one member of the board of the club, this person ideally is the Membership Officer.

**Other Best Practice Requirements of the committee members**

* Induction training
* Police check
* State working with children checks
* Any other training required (please describe)