

Membership Committee

Purpose

The Membership Committee ensures the Co-op uses an equitable and consistent process for selecting new Members, managing waitlists and allocating units. The committee manages the application process for, and selection of, new Members; oversees future and current internal moves; and manages over- or under-housing, parking and pets.

Background

The Membership Committee was formed in 1984.

Source of Authority

1. Quorum is 50% of committee members.
2. Membership Committee members are volunteers from the Co-op.
3. The Membership Committee is accountable to and reports to the Board and the general membership.
4. The Membership Committee elects the chairperson annually.
5. Committee members are appointed by the Board.
6. Membership Committee members may be removed by the Board.
7. The committee should ideally consist of between six and eight Members.
8. The term of office shall be one year with no limit on the number of terms.

Roles and Responsibilities

Chairperson

1. Sets meeting dates and times.
2. Ensures agendas and minutes have been prepared and delivered.

3. Ensures meetings are focused, timely, and efficient.
4. Assigns a knowledgeable replacement when away.
5. Liaises with other committees as needed, or assigns a liaison as needed.

Secretary

1. Prepares meeting agendas.
2. Records meeting minutes.
3. Shares meeting minutes with committee members.
4. Sends reminders about upcoming meetings.
5. Sends minutes to the Membership Board Liaison each month as a committee report.

Parking Coordinator

1. Maintains the parking waitlist.
2. Tracks storage times for vehicles that are stored in the parking garage and not insured for road use.
3. Perform monthly inspections for parking space storage violations, issue notices to members and elevate repeated non-compliance to the Board.

Move-in / Move-out Coordinator

1. Contacts outgoing and incoming Members, any Members involved in an internal move, and the Management Company maintenance representative, to coordinate the moving schedule.
2. Meets with the incoming Members on their move-in day to welcome them, gives them an orientation, and provides them with a welcome package.
3. Provides an elevator stop key to the incoming and outgoing Members for use during the move and collects it once the move is complete.
4. Welcomes new Members with a housewarming gift provided by the Co-op, explains the committees and connects committee chairs with new Members if requested.

Pet Coordinator

1. Maintains a list of all pets in the Co-op.
2. Coordinates interviews with dogs and owners together before move-in or at time of acquisition.

3. Receives complaints about specific pets in the Co-op, discusses issues with pet owners and attempts to resolve issues before they move to the dispute resolution process.

Committee Member

1. Participates in committee meetings by:
 - a. Attending all meetings of the committee, or as many as possible. The committee reserves the right to remove a member who fails to attend three consecutive committee meetings.
 - b. Asking clarifying questions.
 - c. Raising concerns.
 - d. Proposing ideas.
 - e. Being aware of how much space they are taking up in discussions.
 - f. Disrupting the beginning of any toxic, inequitable, or conflict-oriented talk with cooperative discussion.
 - g. Insisting on the clarity of proposals, especially when votes are taken.
2. Prepares and work on committee business between meetings by:
 - a. Reading minutes and reports in advance of meetings.
 - b. Completing assigned tasks (within any specified deadlines).
 - c. Being willing to serve on subcommittees.
 - d. Suggesting items that should be included on the next meeting's agenda.
 - e. Raising concerns with those who can take corrective action.
 - f. Offering to help get pre-meeting assignments completed.

Duties and Responsibilities

The role and responsibility of the Membership Committee is:

1. To arrange and coordinate interviews with applicants to establish whether or not applicants meet the criteria for membership, and to provide applicants with information about the Co-op.
2. To request volunteers from within the Co-op membership to help with interviewing and train and schedule the volunteers.

3. To call applicant references after they have passed the interview stage, but before they have been recommended for membership.
4. To make recommendations to the Board to accept or reject applicants for membership.
5. To maintain internal and external waitlists.
6. To offer units as they become available to applicants from the waitlists and to show units to applicants.
7. To work with the various parties to coordinate moves into, out of, and within the Co-op.
8. To work with Members and the Board to arrange unit subleases.
9. To maintain and enforce up-to-date policies and procedures on both pets and parking in the Co-op.
10. To propose revisions to the member-selection and unit-by-law policies for approval by the Board and general memberships as appropriate.
11. To regularly update the Board and Members about their activities.

Meetings

1. Quorum shall be minimum of 3 people.
2. The Membership Committee meetings shall meet once every two months unless otherwise decided by the committee.
3. Membership Committee meetings shall be closed to non-committee Members due to the confidential nature of the business.
4. If non-committee Members wish to attend a meeting to discuss a particular item of business, the item will be put on the agenda and the Member may attend that portion of the meeting.

Minutes

1. The Secretary shall record the minutes of each committee meetings and distribute them within seven days to the committee members and to the Membership Board Liaison. Once approved, the Secretary shall place a copy of the minutes in the Membership Committee's online storage for future reference.

Reporting

1. The Membership Committee Secretary shall provide a monthly report on committee activities to the Board of Directors by sending the minutes of the meeting to the Membership Board Liaison within one week of the meeting.

Resources

- Waitlist Policies
- Internal and External Waitlists
- Over- / Under-Housing Policy
- Applicant Selection Policy and Procedures
- Suite for People Living with Chronic Health Issues Policy
- Move-in / Move-out Policy and Procedures
- Subleasing Policy and Procedures
- Sublease Agreement Template
- Visitors Policy and Procedures
- Parking Policy and Parking Waitlist
- Pets Policy and Pet List