

## **Canadian Neurological Sciences Federation (CNSF) Membership Committee – Terms of Reference**

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### **Committee Purpose:**

To build a strong organization that provides value to the CNSF and its Societies and their memberships. The Committee will develop policies, procedures and activities to:

- Increase the membership numbers of 'faculty' in each CNSF Society.
- Increase the membership numbers of residents in each CNSF Society.
- Develop and communicate the 'Benefits of Membership' for existing and new members to encourage increased Society membership.

### **Accountability:**

- The Membership Committee is accountable to the CNSF Board of Directors.

### **Responsibilities/Duties:**

- Develop a plan that will increase the percentage of medical professionals who join and retain membership in the CNSF's Societies.
- Expand the CNSF's scope and reach to have the clinical neurosciences in Canada more involved with the CNSF and the Congress.
- Create a more recognizable 'brand' synonymous with a vibrant and relevant organization.
- Develop clear messaging to current members and prospective members of the tangible reasons to join one of the Societies, i.e. activities to promote the value of membership.

### **Committee Membership:**

- Up to two representatives from each of the CNSF Societies.
- Up to two Executive Committee members.
- One CNSF Board member (optional).
- All Resident Representatives.
- Secretariat staff, i.e. CEO and Member Services

### **Minutes:**

The Secretariat will record minutes of each Committee meeting.

### **Terms of Office:**

The terms of office will be for one year with the possibility of renewal.

### **Meeting Frequency**

3-4 times per year, or at the discretion of the Chair.