

Membership Engagement Committee

Objective

To engage members of the Shia faith of Waterloo Region in becoming members of the Al-Zahra Shia Association of Waterloo Region (“Al Zahra”).

Responsibility and Authority

The committee will be responsible for the following:

* develop a list of potential members for Al-Zahra
* strategize a plan to achieve its goals of community engagement
* draft a work plan and timeline for approval by the Board of Directors
* meet regularly to implement the work plan
* regularly assess its progress and adjust the work plan accordingly
* report regularly to the Board of Directors
* advise the Board of major issues related to its mandate
* document its work and progress
* regularly review its Terms of Reference and make recommendations for changes

Membership and Voting

Chair:

* TBD - (must be a member of the Board of Directors of Al Zahra)

Voting Membership:

* Chair must be a member of the Al-Zahra Board of Directors
* Maximum Members of 7 - Including at least one woman

Term:

* one year, renewable for additional terms upon approval by the Board

Quorum:

* is 51% of voting members; including one board member from each stream of effort and one volunteer member from each stream of effort

Meeting Frequency and Manner

* Determined by the Chair of the committee and President of Al-Zahra
* This committee will continue to meet throughout the existence of the Al-Zahra

Manner of call:

* In-person meetings
* Conference calls
* Text Messaging Platforms

Accountability

* The Membership Engagement Committee is accountable to, and will report to the Board, providing copies of its plans annually for approval and its minutes, reports and other documents upon request.