



**Appendix 25-35**  
**MEMBERSHIP COMMITTEE**  
**Terms of Reference**

Name	Membership Committee
Mandate	The Membership Committee is a standing committee of Lacrosse Canada (LC). It is responsible for providing leadership in defined membership and registered participant activities, including proposing to the LC Board of Directors policies and procedures to improve member relations, communications, set participant fees, review online registration and database systems.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Analyze and present a proposal for increasing national participant fees effective 2016, including any recommendations for changes in fee structure as required;</li><li>• Prepare and present a long-term strategy for national participant fee increases;</li><li>• Present input for the Quadrennial Plan and the annual operational plan to address and enhance participant registration and communication with the LC;</li><li>• Develop a plan to enable LC to capture the entire lacrosse participant numbers across all MAs and non-MAs (e.g. NT, YT, NL, NU) for statistical and funding application purposes etc.;</li><li>• Review the status of participation in the sport over the past 5 years and recommend initiatives for development;</li><li>• Research possible online participant registration systems to enable a national database to be maintained at the national office and present these options to the Board of Directors. (Note: for Sport Canada purposes, NSOs are required to report all registered participant numbers including participant category (e.g. coach, official, player, or volunteer), residency information, gender, and language preference.)</li><li>• Report in writing to the LC President;</li><li>• Participate by invitation in meetings of the LC Board of Directors;</li><li>• Perform other duties as assigned by the LC Board of Directors.</li></ul>
Authority and Term	<p>The Committee is an advisor to the LC Board on matters related to membership growth, enhancement, participant fees and registration.</p> <p>The Committee will remain active until the purpose is achieved or the LC Board of Directors dissolves the Committee. The first term will run from March 15, 2015 – March 15, 2017.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• Chair (Director of Administration)</li><li>• LC's Director Domestic Development</li><li>• LC's Executive Director</li><li>• 4 individuals from a variety of MAs appointed by the LC Board, two of whom must be chosen from BLC, ALA and OLA and two from the rest</li></ul>
Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National

	Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	These Terms of Reference were prepared and approved by LC Board on March 13, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to the Standing Committees will also apply.