

## **MEMBERSHIP AND RECRUITMENT COMMITTEE (MRC)**

Description Created: November 2020

Description Revised: *Date*

Revision Approved by OCTWS Exec: *Date*

### **Short Description**

The Membership and Recruitment Committee (MRC) is designed to investigate ways to increase membership within the Ontario Chapter of The Wildlife Society (OCTWS), the Canadian Section of The Wildlife Society (CSTWS) and The Wildlife Society (TWS). In addition to increasing numbers, the MRC will concentrate on building a membership that better represents the many facets and ethnicities of the wildlife profession.

To accomplish these goals, the MRC has become part of the CSTWS Membership Committee's national network of provincial chapter membership representatives. In addition, MRC will work closely with the CSTWS's Certification Committee, as there is a recognized connection between an increase in TWS certified professionals and a subsequent increase in membership at all TWS levels. As much as possible, the MRC will endeavour to work with any other CSTWS or OCTWS Committees to drive an increase in membership numbers.

### **Bylaw Description**

This committee shall encourage the maximum number of qualified persons residing or working within the Chapter's organizational area to become members of TWS, the CSTWS, and the OCTWS.

### **Committee Membership**

Committee members should belong to OCTWS and have an expressed interest in increasing membership. The prospective candidate must receive an endorsement from the members before he/she is accepted as part of the committee structure. On an annual basis, the members will be asked to re-commit to MRC.

### **Committee Structure**

The committee should be limited to a minimum of 5 members, namely

Chair—A member of the OCTWS Executive

Secretary—Secretary of the OCTWS Executive

Treasurer—Treasurer of the OCTWS Executive

Biologist Representative—Working or Retired Member of OCTWS  
Student Representative—Student Member of OCTWS

### **Committee Duties**

#### **Chair**

- Acts as spokesperson for the committee.
- Holds membership on the CSTWS Membership Committee as the Ontario Chapter Designate, i.e. part of a network of provincial representatives.
- Provides periodic updates to the OCTWS Executive.
- Organizes meetings, when necessary, to discuss ongoing initiatives and to generate ideas for future ventures.
- Produces a year-end report outlining the committee's activities.
- Contacts each member as to their commitment to serve for another year

#### **Secretary**

- Maintains an up-to-date list of members and posts it on OCTWS's ONE NOTE Program.
- Reports membership numbers at each OCTWS Executive Meeting.
- Records minutes at Committee meetings.
- Keeps track of Committee correspondence.

#### **Treasurer**

- Maintains a financial record generated by an increase in membership.
- Reports financials generated by increased memberships and other sources at each OCTWS Executive Meeting.

#### **Biologist Representative**

- Provides input to the committee based on expertise and exposure to organizations/groups that have affiliations with the wildlife biology field.
- Supplies input on how to best increase working biologists within OCTWS.

#### **Student Representative**

- Provides a connection with Ontario's TWS Student Chapters and the OCTWS student members.
- Supplies input on how to best increase students within OCTWS.

### **Time Commitments/Meeting Schedule**

The committee will meet periodically as needed, i.e. no more than 2 or 3 times a year.

### **Reporting Requirements**

To keep the OCTWS Executive up to date on developments, the MRC will provide reports in advance of the monthly executive meetings. This tact will ensure that the Executive is provided with the opportunity for discussion and input. At the Annual General Meeting (AGM), the MRC will provide the Executive with an annual report designed to summarize the year's accomplishments. This report will also provide a future view of goals for the upcoming year.

The Chair will be responsible for submitting an annual report for the MRC fourteen (14) days prior to the OCTWS Annual General Meeting. Throughout the operating year, the Chair will provide the written reports to the OCTWS Executive for discussion at the monthly meetings as needed.

**Committee Membership History**

| Year      | Position            | Name               |
|-----------|---------------------|--------------------|
| 2020/2021 | Chair               | Don Barnes         |
| 2020/2021 | Secretary           | Kelly McLean       |
| 2020/2021 | Treasurer           | Julia Sunga        |
| 2020/2021 | Professional Member | open               |
| 2020/2021 | Student Member      | Brian Hardy-Cooper |