



PROFESSIONAL MANAGERIAL ASSOCIATION

WESTERN UNIVERSITY

MEMBERSHIP ENGAGEMENT COMMITTEE

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by: Membership Engagement Committee: February 2026

Next Review: September 2026

PURPOSE

The Membership Engagement Committee is responsible for planning social events, coordinating community service and staff appreciation initiatives, and obtaining and managing perks for our membership. We aim to provide services and/or events to facilitate membership engagement and retention.

GOVERNANCE

The Membership Engagement Committee reports to the Professional Managerial Association (PMA) Board of Directors.

MEETINGS

The Membership Engagement Committee will meet up to eight times per year over the academic year from September to June. The agenda will be circulated to members 1 week in advance of scheduled meetings and minutes (or follow-up notes) will be circulated one week following the meeting.

All members are required to attend all regular meetings unless otherwise stated. If a member is unable to attend a particular meeting, they are asked to notify the chair at least 48 hours in advance.

MEMBERSHIP

- Chair
- Vice Chair
- Members at large (must be dues paying PMA members)

TERMS OF APPOINTMENT

1. Chair – 2 years sequentially
2. Vice Chair – 2 years sequentially



Extensions beyond the 2-year term may be considered and approved by the Board of Directors where appropriate to support continuity and the effective functioning of the committee.

The Committee Chair typically appoints a member to serve as Vice-Chair, with the expectation that the Vice-Chair will subsequently assume the role of Chair. A member of a Standing Committee (i.e., Membership Engagement Committee) may be designated as the Vice-Chair of the Committee by the Chair of said Committee, subject to approval by the Board of Directors.

RESPONSIBILITIES

- Plan PMA Member social and wellness events
- Coordinate community service initiatives
- Coordinate a staff appreciation initiative once per year
- Organize and coordinate two signature events for members: 1) Holiday gathering and 2) Summer Celebration
- PMA Perks

SUBCOMMITTEES OF THE MEMBERSHIP ENGAGEMENT COMMITTEE

- None currently