



## Canadian Association of Research Administrators

### *Terms of Reference for Member Engagement Committee Members*

Thank you for contributing to your association and profession as a member of the Membership Engagement Committee!

The CARA Membership Engagement Committee is actively involved in planning activities that facilitate member recruitment, member retention, and volunteer recognition.

Committee members are given a mandate by the CARA executive to:

- Attend meetings of the committee
- Review the CARA volunteer program and advise the CARA Executive Committee on opportunities to enhance it
- Provide advice to the CARA Executive Committee on CARA programs and services as requested
- Assist in other ways as appropriate

Committee members are also encouraged to:

- Attend the national conference
- Act as leaders at the annual conference by volunteering to greet members at the CARA booth and the reception
- Promote CARA volunteer opportunities
- Reach out and actively grow CARA membership
- Actively participate in CARA Special Interest Groups and LinkedIn group