



MEMBERSHIP / MENTORSHIP COMMITTEE

Terms of Reference

- Reports to: Alberta Chamber Executives Board
- Objective: To strengthen the ACE organization by increasing and retaining membership and to provide Chambers a resource tool to identify sources of potential information through experienced Chamber staff.
- Responsibilities:
- To welcome new Chamber Executives to their position, and advise the ACE membership of their presence.
 - To identify and solicit memberships of those who currently do not have membership in ACE and provide them with the necessary information to aid in a decision to join.
 - To work with a group of Chamber Executives from across the Province who wish to act as Mentors to their colleagues.
 - To assign a Mentor to each new Chamber Executive to help them learn, and teach or advise them about ACE, ACC and Chamber operations and resources. The province will be divided into 4 regions and a mentor from each region will make the "first call" to new staff and see what information they need.
 - To liaise with other Committees to ensure that ACE operates in an environment of collaboration.
- Meeting Frequency: As often as might be required via email or phone
- Committee Members: Chair and two members at large for committee to include at least 4 mentors
- * Mentors do not have to be members of the Membership Committee to become involved as a mentor

Approved: May 13, 2016