

Terms of Reference

NAME:

Membership & Public Relations Committee.

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

Create and maintain superior public awareness of SOAR products and services in the administrative justice community.

MAJOR COMMITTEE TASKS:

1. Promote, solicit and maintain SOAR membership.
2. Promote the benefits of COBA.
3. Promote benefits of SOAR courses.
4. Showcase members' contributions.
5. Develop and maintain a regular newsletter.

DURATION OF COMMITTEE:

Ongoing.

NUMBER OF MEETINGS:

As required or minimum quarterly.

FINANCIAL IMPACT:

To be determined.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Recommendation by the Executive Committee; approved by the Board of Directors.

SELECTION/ELECTION OF MEMBERS:

Recommendation by the Executive Committee; approved by the Board of Directors.

COMMITTEE CHAIR RESPONSIBILITIES:

Chair meetings and provide a report to the Board.

COMMITTEE MEMBER RESPONSIBILITIES:

As per above major tasks.