

# NGO COMMITTEE ON AGEING (NY)

## MEMBERSHIP SUB-COMMITTEE

### Terms of Reference

#### I. Goal

The goal of the Membership Sub-Committee is to increase the membership of the NGO Committee on Ageing, with a focus on representatives of non-governmental organizations (NGOs), and to ensure that concerns of members are taken into account with respect to their membership.

#### II. Chair's duties

The Chair of the Sub-Committee is responsible for:

1. Convening meetings of its members, confirming responsibilities and supervising its work;
2. Preparing a plan of action each year, including an estimate of any expenses expected for implementation and any other recommendations for approval by the Executive Committee;
3. Preparing progress and annual reports for submission to the Executive Committee.

#### III. Responsibilities and activities

The Sub-Committee's activities include:

1. Increasing the number of representatives of NGOs and their level of involvement.
2. Providing, in collaboration with the mailing list manager, data and analysis of the status of membership and any follow-up necessary, including communications, as and when required.
3. Providing information on membership at program events, including sign-in sheets, application forms.
4. Updating membership brochure.
5. Reviewing and determining membership fees for approval by the Executive Committee.
6. Collaborating with other Sub-Committees, where relevant, with respect to publicity, communications, outreach.
7. Preparing objectives and work plan for undertaking its activities, including time-line and targets to be achieved.

#### IV. Membership

The Sub-Committee members shall include a Chair/Co-Chair, other members of NGOs, who are members of the NGO Committee on Ageing, as well as interns.

As approved on 9 June 2020