

**P.S.P.S.  
Membership Sub Group  
Terms of reference**

**Background**

- The Society's membership has been steadily declining for a number of years.

**Aims**

- Halt the ongoing membership decline, and affect an ongoing increase in membership through promotion of The Society and its activities as distinct and separate aims from promotion of the vessels it is involved with.

**Scope**

- Determine the factors contributing to the declining membership e.g. ageing membership, poor membership retention, declining recruitment.
- For the identified factors; identify root causes, e.g. *why* is membership retention poor, or *why* is recruitment declining?
- Identify, develop and implement new and innovative countermeasures.
- It is anticipated initial focus will be on simple / low cost / quick fix countermeasures.
- To liaise with WSN regarding the promotion of the Friends of Waverley. *(Added September 2012)*

**Membership**

- A Sub-Group Chairman will appointed by agreement by the Council of Management from within the membership of the Council of Management.
- Additionally, the Membership Sub Group (M.S.G.) will comprise of one member from each of the Society Branch Committees Normally but not exclusively this would be the Council of Management representative from each branch.
- The M.S.G may co-opt volunteer subject matter experts as necessary.

**Meetings**

- Meetings will normally be held quarterly. Should it be necessary additional meetings will be convened.
- The meeting will be regarded as quorate where 50% or more of group members are present.

**Autonomy / Delegated Authority / Budget.**

Any requirement for the M.S.G to submit each proposal to the C.O.M. for approval prior to implementation is unworkable in terms of the resultant organisational inertia and resultant diminishing sub committee engagement.

As the membership of the M.S.G will be almost completely drawn from membership of the Council of management, such restraint would not be appropriate in any event. A degree of delegated authority for the membership sub group is therefore essential.

In view of the foregoing:

- A modest budget subject to annual review (£1000 in first year), shall be made available, from which small expenditures may be drawn by the M.S.G in pursuance of its objectives and without prior sign on from C.O.M.
- Records of all expenditure will be supported by receipts and passed to the Society Treasurer for audit.
- Zero cost and individual low cost proposals within the limit prescribed above may be implemented without sign from C.O.M.
- The M.S.G shall, at all times, exercise due discretion as to whether reference of a proposal to the C.O.M. prior to implementation is warranted, subject to the limitation as detailed in the following bullet point:
  - Any proposal that exceeds the annual ring-fenced sum or requires to be implemented despite the ring fenced sum being exhausted for that year shall require prior sign on from C.O.M.
- "Sign on" as mentioned above shall be taken to be either a lack of opposition at a quorate meeting of the C.O.M. or a favourable majority vote by a quorate meeting of the C.O.M.

**Reporting**

- Written reports to the C.O.M. giving a summary of discussions, activities, and recommendations, in good time for each C.O.M. meeting subject to time / resource limitations and implications of scheduling sub group meetings immediately prior to C.O.M. meetings.

Approved by the Council of Management June 2011 (amended September 2012)