

MEMBERSHIP SERVICES AND COMMUNICATIONS COMMITTEE

GENERAL RESPONSIBILITIES

1.	Review all services provided to the membership and make recommendations to the Board of Directors on how we can better serve our members.
2.	Update discount list and get discount cards out to the membership in a timely manner.
3.	Ensure all locals have their full complement of executives and conduct/ensure elections are held where there are vacancies. Under the authority of and in accordance with the Constitution and Bylaws, ensure action is taken on filling vacant local executive positions.
4.	Ensure timely advertising for Executive Officer positions.
5.	Ensure results from elections are posted on the Unions website and in publications.
6.	Review and make recommendations on improving all Accents, Advocates and Bulletins the union uses and report this to the Board of Directors.
7.	Conduct the Presidential Election in accordance with the Presidential Nominations Committee as per the Constitution and the Presidential Elections Policy.
8.	Review and update Presidential Election Policy and report to the Board of Directors.
9.	Actively participate in the final preparation, editing, combining and presentation of resolutions to the annual convention and ensure they are included in the annual convention kits.
10.	Ensure a report of the previous year's convention resolutions is prepared and submitted prior to the deadline for the distribution of convention kits.
11.	Report on committee activity at the Board of Directors meetings.
12.	Plan and work within committee budget requirements.
13.	As required, undertake and report on projects as assigned.
14.	Submit committee minutes to the PEI UPSE office within seven (7) days following each meeting.