



CANADIAN ASSOCIATION OF
HOME & PROPERTY INSPECTORS
ASSOCIATION CANADIENNE
DES INSPECTEURS DE BIENS IMMOBILIERS



CAHPI Terms of Reference

Membership Committee

Drafted: 23Jan 2026

Approved:

Name of the committee:

CAHPI Membership Committee

Purpose:

The purpose of this committee is to:

1. Develop and implement strategies to recruit new members and retain current members
2. Develop and implement membership drives and initiatives
3. Manage, plan, and implement in-person regional meetings across the country
4. Monitor needs of membership across the country
5. Manage and maintain the annual CAHPI Awards Program as a member recognition program

Important duties and responsibilities:

1. Develop value proposition for membership and realtors
2. Hold regional in-person meetings across the country
3. Develop and maintain updated provincial lists of practicing home inspectors
4. Evaluation and delivery of CAHPI Annual Awards at Annual Conference
5. Develop ways to monitor needs of membership across the country

Estimated Time Commitment:

1. 1-hour meetings will be held bi-monthly throughout the year
2. Email correspondence as needed.

Composition and roles

1. Committee Chair will be a CAHPI Board Member and committee members can be populated with additional Board members and / or Members at large.
2. Committee representation should be geographical with all provinces represented.
3. Each member would be a CAHPI Ambassador in their respective province.
4. Committee efforts will be supported by CAHPI Staff.

Annual objectives

1. Ensure annual growth of CAHPI membership year over year
2. Hold regular in-person regional meetings across the country
3. Ensure and oversee presentation of CAHPI Awards at the Annual Conference.

Reporting details

Committee reports will be reviewed at the Board level.