

## Membership Sub-Committee

### Terms of Reference

#### 1. Background

The AC Forum Membership Sub-Committee is established by the Board and derives its remit as a Standing Committee.

#### 2. Purpose

The Membership Sub-Committee assesses and provides advice and recommendations to the Board on applications for membership, progression from provisional to full membership, continued eligibility of current members, and applications for reinstatement of membership.

#### 3. Functions

The specific functions of the Membership Sub-Committee are to:

1. assess and provide advice to the Board on each application for membership of AC Forum;
2. assess and provide advice to the Board on each application for reinstatement of membership of AC Forum after termination;
3. review the status of provisional members for progression to full membership;
4. audit full AC Forum members to ensure that they still meet the AC Forum criteria to maintain their membership status.

#### 4. Membership

All members of the Membership Sub-Committee must be staff from an AC Forum member organisation; no member organisation can have more than one staff representative on the committee.

The committee consists of:

- AC Forum Secretary General, who is the committee Chair;
- one additional AC Forum Board member;
- up to five additional members from AC Forum member organisations
- the President and President Elect are ex officio members of the committee.

#### 5. Term of Office

The Board appoints Board members to the Membership Sub-Committee, including the Chair, for a period of up to two years. At the discretion of the Board, an individual may be appointed for one additional two-year term, subject to continuing to be a Board member.

The Board appoints up to five individuals from AC Forum member associations for up to two years based on the applications received.

#### 6. Quorum

A quorum for the Membership Sub-Committee is five members including the Chair.

## **7. Attendance of Staff/Others at Meetings**

The President and/or President Elect has the right to attend and speak at any Membership Sub-Committee meetings.

The Chair may request the attendance of full AC Forum Board as appropriate.

The AC Forum Secretariat Manager attends the meetings in the capacity of administrator.

## **8. Secretariat Support**

Secretariat support including drafting and circulation of agenda papers will be provided.

The secretariat will maintain a written record of each meeting (meeting notes). This will record only decisions, actions, recommendations and the rationale for them, and will not constitute a verbatim record of the discussion.

The draft meeting notes will be circulated to members of the committee within two weeks of the meeting for confirmation.

## **9. Communication and Reporting**

The Membership Sub-Committee Chair reports to the AC Forum Board. The committee is responsible for ensuring effective communication between the committee and the Board.

All decisions around membership must be approved by the Board.

## **10. Meetings**

The Membership Sub-Committee Chair will schedule no less than three meetings a year, based on receipt of applications for membership, review of provisional members progress towards full membership, applications for reinstatement of membership and evaluation of continued eligibility of current members.

## **11. Working Methods**

The Membership Sub-Committee will work remotely using email, videoconferencing, online meetings, or any other technology as needed, to enable fair and reasonable consideration of any matters. All documents will be available to committee members in electronic format. Information contained in documents is confidential to AC Forum staff, members of the Membership Sub-Committee and the Board.

## **12. Decision Making**

The Membership Sub-Committee reaches decisions by consensus. A decision supported by the majority of votes cast at the meeting at which a quorum is present is the decision. In the event of equality of votes, the Chair has a second or casting vote.

The Membership Sub-Committee brings its recommendations to the Board for review and approval. Recommendations of the committee, approved by the Board, are formally presented during the General Assembly, where all member associations can bring their vote on the motions.

### **13. Conflict of Interest**

Members of the committee must comply with AC Forum conflict of interest policy. Members must declare any matters that may create a conflict of interest or bias at the start of each meeting and at other times as required by policies.

### **14. Limitation on Powers**

The Membership Sub-Committee may not co-opt individuals onto the committee without the specific agreement of the Board.

The committee may not make recommendations to the General Assembly without the express approval of the Board.

### **15. Financial Arrangements**

No member of the Membership Sub-Committee shall be remunerated as a committee member.

### **16. Review**

The Board will review these terms of reference at least every four years.

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