

About AC Forum

AC Forum is the only association established exclusively for and by associations. Members are international and regional, self-managed, not-for-profit associations. Through peer-to-peer sharing of good practice and expanding thinking, in a confidential environment, free of commercial influences, members are engaged to exchange knowledge to advance association leadership and congress management.

AC Forum aims to be the recognised global leader for associations driving innovation and excellence in leadership for impact and AC Forum is highly sought-after for thought leadership and good practice.

Purposes & Goals

- To lead the way for associations driving innovation and excellence in leadership for impact.
- To provide members with a variety of opportunities to network and exchange experiences in environments that are confidential, trusting and free from commercial influence.
- To utilise the expertise from among its members and from external experts to deliver quality, cost-effective, needs-led education that support association management and innovation.
- To serve as a platform for communication and networking amongst association staff in relation to association management and related activities.
- To enable the exchange of information between members, and to provide educational activities, in order to improve the standards of association management and related activities.
- To increase the level of professionalism, in-house knowledge and expertise available within associations and for association staff in association and conference management.
- To contribute and work towards better organised associations.
- To provide a platform to facilitate members in their dialogue around suppliers, clients, peer groups, regulatory and other bodies in their field.

Values

Community

- We are a connected engaged community where every member is valued
- We facilitate connections
- We recognise and support the needs of different segments

Collaboration

- We are open to the benefits of working with others
- We seek collaborative advantage
- We recognise impact builds from connections

Integrity

- We build trusting relationships
- We create safe spaces for honest discussions
- We are respectful and reflective

Inclusivity

- We embrace the diversity of our members
- We intentionally act with equity, diversity and inclusion in all that we do
- We support each other

Accountability

- We are transparent and responsible for our actions
- We encourage and respond to feedback
- We model good governance

About AC Forum *cont'd*

What AC Forum does

- Delivers valuable, meaningful education for members.
- Develops good practice and resources to advance excellence in association leadership.
- Demonstrates thought leadership and influence for impact with external stakeholders and partners.
- Collaborates with third parties.
- Continues to strengthen AC Forum as a sustainable, inclusive organisation that matches its ambitions and the needs of members.

Application Deadline

The closing date for applications is **1 September**.

Membership Fee

The current annual membership fee is 1,500 EUR.

Membership Criteria

Membership is open to any organisation legally registered as a non-profit association according to the laws of the country in which it is constituted. The organisation must be a supranational association representing a particular profession or professional field.

Membership is open to organisations meeting all of the following criteria:

- the organisation shall be a supranational, non-profit association representing a particular profession or professional field
- the organisation shall commit to fully participate in AC Forum activities in Europe through its educational offerings and General Assembly
- the organisation shall not contract a third-party entity to manage its organisation unless this entity has been established by the non-profit organisation with the exclusive purpose to serve the aims and objectives of the non-profit organisation according to its articles of association. The organisation must have overall responsibility for, and control of, all aspects of the management of the association, including financial, and must be responsible for all decision-making relating to the association
- the organisation shall organise a supranational conference on a regular basis, with at most two years between conferences, and the conference must have at least 2,000 participants
- the organisation shall have ownership of, and be the initiator of, the conference
- the organisation shall not contract a third-party entity to manage its conference and events unless this entity has been established by the non-profit organisation with the exclusive purpose to serve the aims and objectives of the non-profit organisation according to its articles of association. The programme structure must be under the executive responsibility of a senior member of staff having substantial responsibility for the day-to-day management of the organisation's conference. The organisation must have overall responsibility for, and control of, all aspects of the conference or events, including financial, and must be responsible for all decision-making relating to its conference or events
- the organisation shall not contract any individual to manage, or work for, any part of the association or its conference or events who represents or who has a financial, or employment, interest in any third party in the associations and meetings industry or related industry that is not a member of AC Forum

Rights and Duties of Members

Members are entitled to attend all meetings of AC Forum and to make use of its facilities. Activities of AC Forum are open exclusively to salaried and contracted staff working directly for the association. All staff of a member organisation may participate in AC Forum activities.

Member organisations in good standing may:

- participate in all activities of AC Forum
- present proposals for discussion at General Assemblies
- have voting rights via a designated voting delegate who is a staff member

In order to be in good standing, member organisations must:

- further the interests of AC Forum to the best of their abilities and shall refrain from any action which could damage the reputation and the aims and objectives of AC Forum
- attend the General Assembly annually
- comply with the articles of the Statutes of AC Forum and respect the resolutions of its General Assembly
- pay an annual membership fee determined by the General Assembly and make payment on time
- continue to comply with the membership criteria
- appoint one current staff member as the primary contact for AC Forum; this person will be the person to receive all communications from AC Forum and ensure information is shared within the organisation, and must ensure that the member organisation responds to communication/ requests from AC Forum
- maintain an active membership by means of the regular participation in, and contribution to, activities of AC Forum by multiple staff members with diverse roles
- respect that all discussions within AC Forum are confidential and may not be shared outside of the AC Forum members' circle

Application Process

Organisations applying for membership must provide AC Forum with:

- the completed application form signed by an individual legally authorised to sign
- association governing document, e.g. articles of association, constitution or statutes
- proof of registration as a non-profit organisation (preferably in English)
- organisational chart showing structure and staffing
- latest strategic plan (*if the association does not have a strategic plan, please advise*)
- constitution of the Association's commercial entity (preferably in English) (*if applicable*)
- copy of Association's Foundation governing document (*if applicable*)
- last Association Annual Report

Applications are reviewed and assessed by the Membership Sub-committee (MSC). Upon invitation, applicant associations present their organisation to the MSC and respond to questions. The MSC makes recommendations to the Board regarding membership applications.

Once the Board has reviewed the applications and the MSC's recommendations, applicant associations may be invited to be present during the next General Assembly.

Decisions on membership are made by the General Assembly on recommendation by the Board.