

## Membership Committee

### Terms of Reference

#### Purpose

The Institute's Membership Committee (MC) develops the minimum experience requirements required for entry to the various membership designations and certifications of ICMA; and oversees the application of the entry criteria, education and experience requirements of individuals prior to granting membership of ICMA. The membership committee is also responsible for: (1) membership retention activities; (2) engaging with industry and government; and (3) the development of Ethical standards for members.

The Membership Committee will also be responsible to establish and monitor the following advisory board/s and subcommittees:

- Membership Advisory Board
- Membership Services Sub-Committee
- Industry & Government Engagement Sub-Committee Ethics Sub-Committee

#### Membership & Appointment

1. Up to ten ICMA members who:
  - are members of the institute, and;
  - have an interest in member services and its relationship with the countries that ICMA operates in, and;
  - bring special skills relevant to the strategic direction of the branches and the institute
2. In Attendance: Executive Director (or nominee)

Membership of the MC is by invitation of the CEO and for a term of five years.

The Chair and Deputy Chair are appointed by the CEO.

#### Meetings

The committee will meet at least twice yearly.

The meeting dates and agenda are to be approved by both the Chair prior to meeting.

The Chair of the Membership Committee will meet with the members of the ICMA Council and other committees as a group at a minimum six monthly.

#### Reporting

The committee provides advice to the President through the CEO. The CEO provides a report to ICMA Council on at least a six-monthly basis regarding key issues raised by the MC.

In relation to the proposals the reporting cycle is as follows;

1. The institute, through the CEO/Executive Director, provides the MC with the proposed membership changes/plan and any other information deemed relevant by the institute.
2. The MC consults with the advisory boards and subcommittees and provides advice to the institute through the Chair on the content of the proposal/s.
3. Recommendations reports against the proposals are provided to the MC at least once per year by the institute through the Chair.
4. The MC provides advice and commentary on the reports through the Chair to the institute.

In relation to the Chair meeting with the ICMA Council:

An annual report prepared by the MC is to be developed for discussion and included at the Presidents report at the AGM. The report will outline the activities and contribution of the advisory board and subcommittees. These reports are presented at the AGM of ICMA for noting and/or action as appropriate.