

## **Membership Services Sub-Committee**

### **Terms of Reference**

#### **Purpose**

The Institute's Membership Committee establishes the Membership Services Sub-Committee.

The Institute's Membership Services Sub-Committee provides to the Membership Committee strategic advice relating to all member related services including: (1) Membership Promotion and Retention Programs; (2) On Target Newsletter; (3) Research Journal; (4) Social Media; (5) Library; (6) Strategic Alliances; (7) Seminars & Symposiums and (8) Continuing Professional Development.

#### **Membership & Appointment**

1. Up to five members who:
  - are members of the institute, and;
  - have an interest in management accounting education 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 MSSC is by invitation of the CEO and for a term of five years.

#### **Meetings**

The MSSC will meet at least twice a year.

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

The Convenor/Chair of the MSSC will meet with the members of the ICMA MC and other committees at a minimum six monthly.

#### **Reporting**

The MSSC provides advice to the EC on at least a six-monthly basis regarding key issues raised by the MC.

A report prepared by the MSSC is to be developed for discussion and included in the MC report which will be presented at the AGM. The report will outline the activities and contribution of the MSSC. These reports are presented at the AGM of ICMA for noting and/or action as appropriate.

