

# ACA Membership Committee Charter

## 1. Role

The Membership Committee (MC) is responsible for ensuring that the Australasian Corrosion Association (ACA) provides opportunities for its members and stakeholders to successfully engage with the Association in the pursuit of the Associations objectives.

## 2. Duties and Responsibilities

The Membership Committee is responsible for:

- Reviewing the function, purpose and effectiveness of the various member and stakeholder groups within the association.
- Reviewing the current activities of the Association (towards to its objectives and Strategic Plan) with respect to member engagement and experience.
- Assessing member needs, engagement, and satisfaction, as well as trends or other information to determine member benchmarks and satisfaction targets.
- Identifying opportunities to increase member engagement with respect to the association and its pursuit of its objectives and Strategic Plan.
- Identifying and increasing value proposition for existing and prospective members through the identification and development of tangible and intangible member benefits.
- Supporting staff to develop structures, policies, procedures, and other documentation, undertake other tasks, reviews or activities as required to support effective member and volunteer management and engagement.
- Where authority to make or implement changes is required, providing recommendations to the Executive Officer or the Board any changes which it believes are required to improve the way that the ACA provides opportunities for its members and stakeholders to successfully engage with the Association in the pursuit of the Associations objectives.

## 3. Membership and Meetings

- The Membership Committee shall consist of up to five members; the Chair, the Members Services Coordinator and up to three other members appointed by the ACA Board.
- The Chair of Membership Committee shall be a Director of the ACA and will be appointed by the Board. Other members could be drawn from the board, staff, members, other stakeholders or external advisors as required.
- The Membership Committee may invite any staff, members or other stakeholders to attend all or part of a meeting of the Membership Committee.
- The Membership Committee shall meet as a minimum on a quarterly basis.
- Membership of the Membership Committee is to be reviewed by the Board annually.

### 3.1. Task Committees

Task committees which may include members and / or staff may be appointed by the Chair of Membership Committee to carry out specific tasks. Staff members may participate with the approval of the Executive Officer. A task committee must be chaired by a member of the Membership Committee. All task committee members must be members in good standing of the Association.

By definition, task committees have a finite life and shall be disbanded when the assignment is completed.

#### 4. Authority

The Membership Committee may make recommendations to the Board or to the Executive Officer, and as such does not have delegated decision-making powers unless specifically stated by the Board.

#### 5. Reporting Procedures

The Membership Committee is accountable to the Board. The Committee Chair will ensure that minutes of the Committee's meetings and any recommendations are recorded and that minutes will be circulated to all members of the Committee and to the Board.

At least two weeks prior to any Board meeting, the Executive Officer in consultation with the Committee Chair shall submit a written report to the Board concerning activities with MC assigned areas of responsibility at each Board meeting.

#### 6. Review of and Access to Charter

The Membership Committee Charter will be reviewed annually.

This Charter will be available to view on the ACA website and/or a copy will be made available on request.

#### 7. Charter History and Version Control

Revision	Change details	Reviewed by	Date reviewed	Approved by	Approval date
		Audit, Finance & Risk Committee	17th October 2017	Board	11th November 2017
1	Release Version	Michael Werle			