



Membership Committee Terms of Reference

Effective: October 2019

PURPOSE:

The purpose of the Membership Committee is to identify potential new members and to oversee the application and approval process. The Committee will also manage the five year review process of current OIA member organizations.

COMPOSITION:

The Membership Committee will be comprised of minimum of three (3) persons, with the precise number being placed at the discretion of the Membership Committee Chair. Members of Membership Committee will be expected to have an understanding of membership categories, requirements for each category and application evaluation process steps. Membership of the Membership Committee will include:

- A Chairperson, who shall be a member of the Board of Directors
- Members appointed by agreement of the Committee Chair and the Board of Directors
- All members of the Committee shall be members of the Board of Directors

TERMS OF OFFICE:

The composition of the Membership Committee shall be determined after the election of the new Board Chair-elect at the Annual General Meeting. If the Membership Committee members wish to continue, and the Board approves their appointment, there shall be no limit to the term while serving as a board member.

APPOINTMENT OF CHAIR:

The Chairperson shall be appointed by the Board of Directors.

COMMUNICATION WITH THE BOARD:

The Membership Committee Chair will communicate with the Board of Directors in order to update, advise and keep them apprised of all relevant areas of work currently under the control of the Membership Committee.

DUTIES:

The Membership Committee will support and advise the OIA Board on all areas relating to Membership Bylaws and Policies. Specific emphasis will be given to:

- Membership application assessment according to the OIA Bylaws and Policies.
- Appraisal of input on applicant organizations received from other OIA member organizations in the same country if applicable.
- Recommend membership category revisions as needed.
- Recommend action on the organizations' applications to the Board of Directors.
- Manage the five year review process of current OIA member organizations and make recommendations to the Board of Directors.
- Identify OIA member organization conflicts and advise the Board of Directors.

MEETINGS:

- A thirty minute teleconference meeting will be held every two months or when required.
- Meetings may be held in person, or via electronic means such as telephone or videoconference.

GOVERNANCE:

- All recommendations and decisions of the Chair's Standing Committee shall be made by consensus.
- Quorum shall be required at meetings where a decision and/or recommendation are being made. A quorum is 51% of the members of the committee.
- Votes are passed based on the majority of those present.
- All decisions and/or recommendations shall be submitted to the Board of Directors for final approval.
- The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.