



ICMEESA FUNCTIONAL COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Committee Name:	MEMBERSHIP
Committee Function:	To manage and develop the Institutions membership base with an aim of adding value to both the Institution and the member.
CHAIRMAN:	Greg Clack (Director)
Committee Member 01:	Chris Schnehage (Director)
Committee Member 02:	Eugene Makabanjane
Committee Member 03:	Ntombehle Tau
Committee Member 04:	Currently Vacant
Role of Committee:	To manage the operational and practical elements of membership of the Institution.
Powers of the Committee: (development of proposals to the board, etc.)	Proposals to the Board on membership categories, membership application and change recommendations, membership development, engagement with other Functional Committees regarding strategy, engagement, editorials. This committee shall also have the power to modify its <i>modus operandi</i> as required.
Reporting of committee: (to the board quarterly and ad hoc as required)	This Functional Committee reports to the Board of Directors quarterly, or on an <i>ad hoc</i> basis if required.
Meeting Frequency:	Quarterly, approximately 30 days prior to a Board Meeting. <i>Ad hoc</i> meetings as required.
Meeting modality: (virtual, face-to-face, hybrid, etc.)	Virtual, at present, but could become face-to-face, or hybrid.
Committee expertise: (knowledge of membership registration criteria, knowledge of the constitution, understanding of financial statements, etc.)	Knowledge of membership registration criteria as per the Constitution.
Areas of responsibility: (Institution finance, publications, etc.)	• Membership application/change management • Membership database • Review and development of membership categories • Development of membership value proposition • Membership engagement
Committee member tenure: (yearly with the option of re-election)	Annual tenure with the option of re-election
Operation protocols of the committee: (expectations of input by members, timeous reporting, etc.)	Meeting attendance, prompt evaluation of membership applications, constructive committee input
Review and assessment of committee: (by the board, goals, strategic direction, etc.)	Annually, by the Board.



Resources and budget: (None, on request of the Board)	None, but if required, through sanction of the Board.
TERMS OF REFERENCE: Detail thoughts on how the committee would best function – considering the above	1. The Board shall appoint, from its own members, a Membership Committee Chairperson, who, together with the Board Chairperson and such other Members as the Board may deem fit, will attend to all Membership matters such as database management, registrations, value-add for members, membership changes, etc. 2. The Chairman of the Membership Committee shall, in the month of January of each year, nominate/invite Institution members in good standing to serve on this committee. 3. The Chairman shall propose, in consultation with the committee members, the dates for Membership Functional Committee meetings. 4. At the first Membership Functional Committee meeting of the year the committee will “brainstorm” and formulate a roadmap of milestones or goals for the year. 5. At the final Membership Functional Committee meeting of the year the committee will evaluate their success against set goals and milestones. 6. The Membership Functional Committee shall compile a MEMBERSHIP REPORT quarterly and submit to the Institution Secretary not less than 14 days prior to the scheduled date of a Board meeting so that it can be distributed to the Members of the Board for perusal before the Board Meeting. This REPORT shall include membership numbers and committee initiatives. 7. The Chairperson of the Membership Committee may, from time to time, co-opt Corporate Members of the Institution onto the Committee for learning purposes. Such co-opting shall be done with the prior approval of the Board. 8. Membership Committee Application for Membership or Transfer Operating Procedure: a. An applicant for membership to the Institution or transfer to a higher grade shall submit his application on the prescribed form duly completed.



- b. The Company Secretary shall arrange for necessary payment against admission and membership fees as determined by the Board shall be submitted with each application for membership.
- c. The membership Committee shall receive and consider all applications for membership and/or transfer of membership grades. Such applications, when received by the Company Secretary, shall be forwarded to the Membership Committee members, who shall deliberate amongst themselves, each application, on its own merits.
- d. If the Membership Committee is satisfied that the applicant complies with the requirements of Clause 2.3 to Clause 2.11 of the Constitution, his name with details of certificates and other relevant information shall be captured on the database, as a member, by the Company Secretary.
- e. The Chairperson shall notify the Company Secretary of the Committee's decision, who will then do the necessary documentation and recording of the applicants. When an applicant is admitted or transferred, his name shall be announced at the next Board Meeting of the Institution after such election or transfer shall have been affected by the Membership Committee. All admissions or transfers must be reflected in the minutes of the meeting at which they were announced.
- f. Every application for admission shall be duly notified by the Company Secretary when elected but his admission shall not be confirmed until the applicant shall have paid the fees due to the Institution. Should payment of such fees not be made within one month after the date of posting notification, the election may be declared null and void by the Board.