

## **AIPPI Membership Committee**

### **Terms of Reference**

#### Scope of Work:

The Membership Committee (MC) represents the interests of all members within AIPPI irrespective of National or Regional Group (NRG). The Committee monitors, comments upon and advises the Bureau, in respect of matters affecting members and on enhancing the value of AIPPI to the members.

The roles of the MC include the following:

- A. To strengthen the relationship and satisfaction of members and NRGs with AIPPI;
- B. To look for new ways to enhance the interaction and cooperation between AIPPI members and NRGs;
- C. To follow, analyze and promote membership growth of AIPPI;
- D. To assist NRGs to attract and increase their memberships;
- E. To conduct selected surveys in the interest, wishes or needs of members; and
- F. To make recommendations to the Bureau and to assist the Bureau regarding possible activities in order to satisfy interests and needs of members.

#### Leadership:

The Chair must involve all other members of the MC in the work of the committee, including by maintaining regular contact with members, and convening such meetings (via video or telephone call) as are necessary or desirable to fulfil the Terms of Reference. As a minimum, the MC should meet (whether in person or via video or telephone call) three times per year.

The Chair must, following a request by the Bureau, submit a report describing the MC's activities the previous report, and the proposed work plan for the following year (Annual Report).

Vice-Chair and Secretary are the deputies to the Chair and together must support the Chair in their collective leadership roles and responsibilities. This includes: (a) substituting for the Chair (e.g. presenting on behalf of the MC); and (b) arranging and/or taking the meeting minutes.