

## **Terms of Reference**

### **ACFID Membership Admissions Committee (MAC)**

**Other relevant documents:** Policy C1 – Assessment on Application; Membership Application and Appraisal Form; Membership Application Guidelines.

#### **BACKGROUND**

At the 10 – 11 September 2013 meeting of the ACFID Board (Board), a New Member Application Process was approved, which resulted in the dissolution of the existing Excom Membership Sub-Committee and Code of Conduct Signatory Standing Committee (SSC) and replacing same with one Membership Standing Committee (MSC) that would meet twice a year to discuss the three elements of a membership application assessment – eligibility against ACFID membership criteria, eligibility for Code signatory status, and an assessment of risk.

At the first meeting of the new MSC on 28 October, it was recommended that the name be changed to Membership Admissions Committee (MAC), to better reflect the functions of the Committee.

#### **PURPOSE**

To make recommendations to the Code of Conduct Committee (CCC) and ACFID's Board on membership applications and new member policy and provide guidance to the ACFID Effectiveness and Engagement Team (EET) as required.

#### **AUTHORITY**

The MAC has been established under the authority of the CCC and the ACFID Board. It has no authority in its own right to make decisions on signatory status or approval for Interim Membership of applicant organisations.

Any recommendations by the MAC on Full Membership applications must first be referred to the CCC for consideration of Code Signatory Status.

Any recommendations by the MAC on Affiliate Applications that do not require assessment of Code Compliance must be referred to Board.

Any recommendations by the MAC for changes to relevant sections of the ACFID Constitution and the Code of Conduct must be first approved by the CCC and the Board and finally endorsed by ACFID Council.

#### **MEMBERSHIP**

##### **Composition**

The MAC is comprised of four members – two (2) ACFID Board representatives and two (2) CCC representatives.

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Two (2) EET representatives (the Standards and Code Lead and the Membership and Stakeholder Lead) will perform secretariat functions of limited scope (including organising teleconferences, circulating agendas and related papers, preparing minutes etc.)

### **Term of Appointment**

Both of the CCC reps and Board reps are appointed for two year terms.

A call for nominations will be made at the Board and at the CCC when a position comes available. All resignations by MAC members must be formally noted by the CCC and the Board.

The MAC will elect a Chair from amongst its members at its first meeting of the year.

### **Quorum**

One (1) CCC representative and one (1) ACFID Board representative.

## **RESPONSIBILITIES**

The Membership Standing Committee (MAC):

- Reviews the assessments of membership applications produced by the EET as reflected primarily within the online portal and in the Membership Application and Appraisal Form (MAAF) and determines whether:
  - an applicant meets the eligibility criteria for ACFID membership outlined in the constitution;
  - the applicant is Code compliant on application; and
  - the applicant has an acceptable risk profile
- Subject to the result of their review, determines whether:
  - the application should return to the EET for further investigation;
  - to recommend to the CCC that the applicant is granted Code signatory status
  - to recommend to the ACFID Board – subject to CCC's decision on Code signatory status - that the applicant is granted Interim Full Membership
- Provides guidance to the EET regarding the application of the New Member Application Policy to various groups of potential members;
- Reviews draft policies for the new member application process.

## **OPERATIONS**

**Meetings:** At a minimum, meetings of the MAC will be held via teleconference, twice a year in line with the two membership admission rounds in a process coordinated by the EET. Other meetings will be held via teleconference on an as needed basis. These may be required to progress applicants where resubmissions have continued. There will be a maximum of 4 MAC meetings a year.

**Administration:** All administration for the MAC is provided by the EET, including organising teleconferences, circulating agendas and related papers, preparing minutes etc.

**Costs:** Members of the MAC participate in a voluntary capacity. All reasonable costs associated with participation in MAC meetings are covered by ACFID.

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## **REPORTING**

**CCC:** The MAC will report to the CCC on findings from the compliance and risk assessment and make recommendations for Code Signatory Status where appropriate.

**ACFID Board:** The MAC will report back to the Board and on findings from the compliance and risk assessment and the CCC decision and make recommendations for Interim Membership Status where appropriate. The MAC will report back to the ACFID Board and make recommendations for Affiliate Membership Status where appropriate.

Adopted: Month, Year

Revised: March 2019

Review Period: three years

Next review: March 2022