

## **CHARTER**

### **MEMBERSHIP COMMITTEE**

**February 4, 2016**

#### **Overall Roles and Responsibilities**

The Membership Committee (“Committee”) is a standing committee of the Global Board of Directors (“Global Board”) of the Association and is delegated the authority and responsibility for the selection and approval of members of the Association, and to promote the growth of membership in the Association.

#### **Specific Responsibilities**

The specific responsibilities of the Committee include:

- Identifying and contacting prospective and viable candidates for membership in the Association
- Reviewing applications for membership in the Association
- Approving or disapproving the membership of any organization after consideration of the membership requirements set forth in Bylaws of the Association and the applicant’s prior adherence or non-adherence to the principles of the IRTA Ethics Code of Conduct.
- Recommending to the Global Board termination of the membership of any member who fails to comply with either the Association’s Bylaws, Code of Ethics and Conduct, and all other applicable rules, policies and procedures
- Annually review and submit to the Global Board for approval the Association’s categories of membership, the voting rights applicable to each, and any applicable annual dues associated therewith.
- Reporting to the Global Board in sufficient detail to assure the Global Board that its responsibilities for membership are being fulfilled.
- Review the Committee Charter annually for adequacy and recommend any necessary changes for approval by the Global Board

#### **Meetings**

The members of the Committee shall meet as needed to review membership applications and terminations as often as its chair or a majority of its members deems necessary or appropriate, either in person, telephonically or electronically, and at such times, places and manner as its chair may determine. The Committee shall provide a report of the proceedings of each meeting to the Global Board.

#### **Members**

The committee will include a chair that shall be a member of the Global Board and at least three other members. Committee members must understand and respect the confidential, sensitive nature of discussions of membership appropriateness and qualification. The Chair of the Global Board is an *ex-officio* member of the Committee.