



IADPO Membership Committee *Terms of Reference*

Purpose:

The Membership Committee is responsible for ensuring that IADPO member organizations meet the established membership criteria, both at the time of application and throughout their tenure as members. The Membership Committee ensures that the Board is fully briefed on membership growth, and geographic and disease coverage.

Type of Committee:

The Membership Committee is a Standing Committee of the Board.

Committee Duties*:

The Committee will lead and/or undertake the performance of the following:

1. Evaluate and approve new Member applications on a monthly basis, based on the recommendation of staff;
2. Conduct an annual review of the IADPO Membership categories to ensure relevance and inclusion;
3. Provide input and recommendations to the Board on both expanding and supporting IADPO's membership development.
4. Report to the Board quarterly on new Membership statistics.

**Staff support will be provided where and when the committee deems appropriate.*

Committee Authority:

The Membership Committee has the authority to approve new Member applications on a monthly basis. The Committee will bring forward recommendations to the Board related to IADPO Membership categories or criteria for their consideration and final decision.

Committee Composition:

The Committee shall be comprised of at least one current Board Director, one former Board Director, and a minimum of two members at large to a maximum of five. The current Board Director will act as Chair and will report to the Board with any recommendations from the Committee.

Committee Terms

The term for the current and former Board Director on each committee will be one year with the option to renew. The term for the Members-at-Large representatives will be one year with an option to renew.

Meetings:

The Committee will conduct its approvals process via email with staff and meet at least once annually via video conferencing to review membership categories and criteria. Meeting minutes shall be recorded.