

# MEMBERSHIP SUB-COMMITTEE

## Individual Terms of Reference

### 1. Purpose

The Committee shall act on behalf of the Board of Directors to carry out, although not exclusively, the following functions:-

1.1 to manage the day to day administration of Membership Management;

1.2 to review membership procedures, policies and processes;

1.3 to carry out regular membership engagement activities;

1.4 to maintain relationships with existing members

1.5 to consider and approve a programme of non equipment specific inductions;

1.6 to assist the Board of Directors in conjunction with the Finance Sub-Committee to  
formulate any changes to the membership structure or fees;

1.7 to deal with in a timely all correspondence from members or potential members;

1.8 to ensure that there is compliance with all General Data Protection Regulations.

1.9 to administer the Members Meetings.

1.10 to administer Members Storage

### 2. Membership

The Committee shall be made up of: a Chair, who shall not be a Board Member,  
2 Board  
Members and no fewer than 2 (two) additional Members.

### 3. Frequency of meetings

The Committee shall meet not less quarterly unless requested by the Board of

## Directors

### 4. Authority

This committee is authorised to:  
Access the Membership and Help-desk systems  
Engage with Members directly

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