National Membership Committee – Membership and Engagement

Terms of Reference

Purpose/role To review current policy regarding AILA membership and develop strategies for improved membership growth and benefits.

Objectives (short term – up until end April 2014)
- Review membership categories & provide recommendations to National Council for endorsing
- Review membership fees & provide recommendations to National Council for endorsing
- Recommend solutions for leave and other assistance options

Objectives (long term May 2014 – May 2015)
- Work with AILA staff to prepare a membership growth plan
- Provide advice and recommendations for the National growth of AILA Fresh
- Provide recommendations and draft ToR for the creation of new committees or working groups on key areas.
- Review registration process (under a separate ToR and involving a collaborative process)

Membership:
- 5 current AILA members + CEO (non-voting)
- Committee can co-opt members with particular expertise
- Chair – elected by the Committee and ratified by National Council
- Term of appointment two years, with a maximum of 2 consecutive terms

Accountability – Report to National Council once a year as a minimum

Meetings Minimum 4 teleconferences annually, if budget permits one face to face meeting
- Agenda setting – staff member in consultation with the chair
- Minutes – no formal minutes from meetings required, action points to be recorded.

Secretariat AILA Staff member

Confidential items include a confidential annex to the minutes and prescribe who gets this.