



Membership and Advocacy Committee Charter

1. Purpose of this Document

This document outlines the structural component of the Membership and Advocacy Committee (“the Committee”) as part of the Australasian Corrosion Association (“the Association”). This is a living document and may evolve to reflect new innovations within the Committee’s configuration.

2. Purpose of the Membership and Advocacy Committee

The Committee is a Board Committee that is responsible to ensure that the Association is considering members as a key focus of its strategy. The Committee works with the EO to ensure that membership support and engagement are given the highest priority. The advocacy component considers how to engage with membership to extend the knowledge (and influence) of the Association to stakeholders throughout Australasia.

3. Objectives

1. To advise the Board on matters relating to ACA membership and advocacy.
2. To facilitate membership efforts and engagement to the changing sectors and environment of corrosion mitigation and control.
3. To mobilise and engage with the new generation of corrosion professionals and technicians.
4. To monitor satisfaction levels of Association Members and consider improvements that are achievable within resources.
5. To empower and encourage Members to assist the Association to spread the knowledge and education of key stakeholders that regulate, license, specify and budget for corrosion prevention, control and mitigation.
6. To assist in the identification of key issues of high priority to Members (or stakeholders) that need addressing including through advocacy.

4. Duties and Responsibilities of the Membership and Advocacy Committee

The Committee is responsible for:

1. Reviewing the strategic deliverables around membership and advocacy and proposing the main focus of the Committee for the year ahead, as aligned with the Board’s strategic focus.
2. Recommending to the Board a set of membership and advocacy KPI’s (as linked to the strategic plan), how they will be reported upon, and monitoring progress of the KPI’s once established.
3. Considering whether task committees are required to achieve an outcome from time to time.
4. Assessing Member needs, engagement, and satisfaction, as well as sector trends or other information to determine Member benchmarks and satisfaction targets.
5. Garnering member support to assist the Association to meet its annual advocacy plan.



6. Considering relevant Australian and International Standards and advocating for changes and revisions on behalf of Members where relevant.
7. Identifying, policies, procedures, and other documentation, to ensure effective Member and Volunteer management and engagement.
8. To the extent requested by the EO, providing assistance to the Association’s staff to effectively engage with members on issues of the highest importance to members (as per outcomes from member surveys).

5. Membership of the Membership and Advocacy Committee

The Committee shall consist of up to six members; the Committee Chair, the Senior Membership Officer, the CEO, and up to three other members appointed by the ACA Board.

The Chair of the Committee shall be a Director of the Board and will be appointed by the Board. Other members may be drawn from the Board, Staff, Members, other stakeholders, or external advisors as required.

The Committee may invite any Staff, Members, or other stakeholders to attend all or part of a meeting of the Committee.

Effectiveness of the Committee is to be reviewed by the Board annually.

The Committee shall consist of:

	Committee Members	Standing Member	From	Voting rights
1	Committee Chair	Yes	Board	Yes
2	Senior Membership Officer	Yes	ACA Staff	No
3	Association Executive Officer	Yes	ACA Staff	No
4	Committee member	Yes	Board, Staff, Members or other stakeholders	Yes
5	Committee member	Yes	Board, Staff, Members or other stakeholders	Yes
6	Committee member	Yes	Board, Staff, Members or other stakeholders	Yes

6. Appointment and Tenure

All non-Director members of the Committee shall serve for a term of two years with an option for up to a further two years as approved by the Board. Members wishing to rejoin the Committee may reapply for an extended tenure with approval by the Board.



7. Task Committees

Task committees, which may include members and/or staff, may be appointed by the Chair of the Committee to carry out specific tasks. Staff members may participate with the approval of the Executive Officer. A task committee must be chaired by a member of the Committee.

By definition, task committees have a finite life and shall be disbanded when the assignment is completed.

8. Conflict of Interest

All members of the Committee will complete the Association's annual Conflict of Interest declaration as per the ACA policy *GOV-001 Conflict of Interest*. This must be completed on a yearly basis.

9. Code of Conduct

All Members of the Committee will complete the Association's Code of Conduct. This must be done on a yearly basis.

10. Meetings of the Membership and Advocacy Committee

The Committee shall meet at least quarterly, with additional meetings called if necessary. The Committee Chair shall develop meeting agendas and distribute them prior to any scheduled meeting.

The Executive Officer shall ensure meeting minutes shall be recorded and distributed to all members of the Committee after approval by the Chair. These minutes will comprise part of the Board papers for the next Board meeting.

11. Decision-Making Process of the Membership Committee

A quorum is defined as 50% of the voting members. Quorums are required for valid votes at meetings of the Committee. Issues shall be decided by a simple majority vote of the voting members present. In the event there is a drawn vote, the Chair shall have a casting vote.

12. Authority of the Committee

The Committee makes recommendations to the Board and as such does not have delegated decision-making powers unless specifically stated by the Board.

13. Reporting to the Board

At least two weeks prior to any board meeting, the Committee Chair shall submit a written report to the Board concerning activities with the Committee's assigned areas of responsibility at each board meeting.



14. Review of this Document

The Committee Charter is reviewed by the Committee annually and submitted to the Board for ratification. The Charter may be amended by resolution of the Board.

15. Review and Access to Charter

This Charter shall be made available on the Association's website.

16. Charter History and Version Control

Revision	Change details	Reviewed by	Date reviewed	Approved by	Approval date
Draft	Added Advocacy responsibilities to the Membership charter and changed format	CEO, Membership Committee and GovCom	10 Jan 2024	Board	24 Feb 2024