

# AIA Applications and Membership Committee

Terms of Reference

## Overview

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## 1.0 Introduction

The terms of reference for the AIA Applications & Membership Committee describes its purpose, scope and authority.

The terms of reference provide clear and specific information on how the committee is organised, what the committee is created to achieve, its membership and meeting arrangements.

## 2.0 Purpose

The Applications & Membership Committee is a Committee whose powers are delegated to it by the AIA Council.

## 3.0 Authority

The AIA Applications & Membership Committee derives its authority from the AIA Council, the governing body.

This is set out in the AIA Constitutional Documents under Bye Laws 9-11.

## 4.0 Scope

To deal with all matters relating to:

- The form and content of applications to become Students, Associates, Fellows, Supervised Members and Academic Fellow Members of the Association;
- Applications for admission as Students of the Association;
- Applications for admission as Associates;
- Applications for admission as Fellows;
- Applications for admission as Supervised Members;
- Applications for admission as Academic Fellow Members;
- The granting of practising certificates in respect of public practice as an accountant providing authorisation for a Member or a Firm; and
- Applications for re-admission as a Member of the Association.

The Committee is also empowered:

- To take such reasonable action as it considers appropriate and necessary to satisfy itself as to the entitlement of a Student or Member to admission to the Association and his compliance with the AIA Constitution in obtaining such admission and to approve such applications and admissions.
- To deal with all matters relating to new Practising Certificates;
- To take such reasonable action as it considers appropriate and necessary to satisfy itself as to the entitlement of a Member to a Practising Certificate;
- To agree the form and content of certificates in respect of Practising Certificates including any related application forms.

## 5.0 Duties

The duties of the Committee are to ensure that:

- It reviews all applications for membership of the Association;
- It reviews all applications for a Practising Certificate;
- A report is given to the Council on the above matters

## 6.0 Membership

The Committee consists of at least five members of Council, or such other number as the Council deem necessary.

From the membership of the Committee a Chair is elected, who must be a member of AIA's Council.

Only members of the Committee have the right to attend meetings of the Committee on a regular basis. Other individuals may be invited to attend all or part of any meeting, by the Chair as and when appropriate.

There is no length of time specified for membership of Committees.

All members attending the Committee have a right to vote, except for any individuals 'in attendance', and the Chair has the casting vote.

The AIA Council has the power to fill any casual vacancies in the Applications & Membership Committee and to suspend or remove for misconduct any member.

### *Chair*

The Chair of the Applications & Membership Committee is appointed in accordance with the Articles of the Association.

In the absence of the Committee Chair the remaining members shall elect one of themselves to chair the meeting.

The Chair works with the Secretary to the Council and is responsible for:

- Agreeing dates, times and locations for meetings
- Ensuring meetings are called and held in accordance with AIA's Constitutional Documents and specific Committee Terms of Reference
- Establishing and confirming an agenda for each meeting
- Ensuring the meeting agenda and relevant documents are circulated to the members of the committee in advance of the meeting
- Officiating and conducting meetings
- Providing leadership and ensuring committee members are aware of their obligations and that the committee complies with its responsibilities
- Ensuring there is sufficient time during the meeting to fully discuss agenda items
- Ensuring that discussion on agenda items is on topic, productive and professional
- Ensuring minutes are complete and accurate, retained, included and reviewed at the next meeting in line with AIA's policy.

## 7.0 Meeting Arrangements

### *Frequency*

Meetings of the Applications & Membership Committee shall usually be held five times per year.

### *Quorum*

The quorum for the Applications & Membership Committee shall be three members.

### *Minutes*

The Secretary to the Council shall minute the proceedings and resolutions of all meetings of the Committee; minutes of committee meetings shall be circulated to all members of the Committee and are reported to the AIA Council at the next Council meeting.

The minutes and papers of meetings held by the Applications & Membership Committee should be held in accordance with agreed policies.

## 8.0 Reporting

The Committee shall endeavour to adopt best practice and strive to attain excellence in its deliberations. It will make whatever recommendations it deems appropriate on any area within its remit where action or improvement is required. The recommendations will be disseminated to the appropriate department and information relating to the actions taken will be reported back to the committee at its next meeting.

The Applications & Membership Committee shall exercise such powers and perform such duties as described in this document and additional duties which may be vested in or assigned to them by the Council from time to time, and all matters dealt with shall be reported to the Council at the next succeeding meeting of the Council.

## 9.0 Notice of Meetings

Meetings of the Committee shall be summoned by the Secretary to the Council at the request of the Committee Chair.

Unless otherwise agreed, notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Committee, and any other person required to attend, no later than 5 working days before the date of the meeting.

## 10.0 Conflict of Interest Policy

Members of the Committee are obliged to declare in advance of the meeting any relevant information in line with AIA's Conflict of Interest Policy.

## 11.0 Equality & Diversity Policy

Members of the Committee are reminded at the commencement of each meeting that they should act at all times in line with AIA's Equality and Diversity Policy

## 12.0 Review

The Terms of Reference are reviewed annually by the Applications & Membership Committee at the first meeting following the Annual General Meeting and changes enacted by the Secretary to the Council subject to approval by the AIA Council.





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