



MEMBERSHIP COMMITTEE

Terms of Reference

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Introduction

In accordance with the statutes for the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), the Membership Committee will exercise powers on behalf of CIMSPA and the Board of Trustees under the following Terms of Reference.

Purpose

The purpose of the Membership Committee is to ensure that the integrity of CIMSPA Membership and Chartered Status is maintained, and that both are of high value to the sport and physical activity sector. The Membership Committee also has the power to confer the final award of Chartered Status on individuals. The Membership Committee Terms of Reference are agreed by the CIMSPA Board of Trustees, who delegate authority to the Membership Committee to undertake work relating to the above. The Membership Committee have no executive powers other than those specifically delegated in these Terms of Reference.

Scope

The scope of the Membership Committee includes the following, all specifically with respect to CIMSPA membership and Chartered Status:

- Contributing to and supporting CIMSPA's strategic direction
- Providing independent scrutiny to the executive team and the Board of Trustees
- Ensuring compliance with CIMSPA's Charter and Statutes.
- Ensuring that growth and retention strategies are in place and are being implemented effectively.

Additionally, the Membership Committee is the custodian of the chartered process and as such its scope also includes ensuring that this process is robust, transparent and consistent.

The scope of the Committee also includes:

- Operating with strong moral principles, honesty, integrity and decency
- Representing the best interests of the chartered institute



Role and Responsibilities

The Membership Committee role is to:

- Oversee the end-to-end process of all CIMSPA membership category creation, development, implementation, and review.
- Act as the guardians of CIMSPA's Charter and Statutes as they relate to membership categories and Chartered Status, ensuring that compliance is maintained at all times.
- Define, monitor, review and approve the CIMSPA membership framework in line with
 - The Charter and Statutes,
 - Direction from the Board of Trustees and UK Workforce Professional Development Board ,
 - Changes in the sport and physical activity sector,
 - Changes in governance,
 - CIMSPA's Professional Standards.
- Ensure processes are in place to maintain the integrity of CIMSPA membership, and that these are being implemented effectively.
- Monitor the impact of member recruitment, engagement and retention strategies, and make informed recommendations on how these could be improved if appropriate.
- Scrutinise the growth of membership numbers and current demographics, providing challenge where there is significant variation from forecasts and targets.
- Advocate on behalf of CIMSPA's membership to ensure that member engagement and satisfaction is measured and considered on an ongoing basis. Ensure that this informs CIMSPA's membership offer, and that this is viewed as relevant and is valued across all of CIMSPA's membership categories.
- Ensure CIMSPA's vision, mission and values are upheld in relation to membership-based services and products.
- Ensure that the quality assurance processes for Chartered Status are followed correctly and that they maintain the credibility of the protected title.
- Consider applications for Chartered Status which have been assessed as meeting the required standards, and have the power to make the final decision on whether Chartered Status will be conferred through the quality assurance process.

The Membership Committee are responsible to the Board of Trustees for:

- Overseeing and approving the CIMSPA membership framework and where appropriate making recommendations for changes or improvements to maintain CIMSPA's professionalism and integrity, in line with current best practice and guidance.
- Considering recommendations from the CIMSPA executive team for updates or changes to the membership provision (including categories), policies, procedures and processes, in line with CIMSPA's operational circumstances and governance.
- Ensuring strategic direction, decision-making and operations (as they relate to memberships and / or Chartered Status) are insight-driven.



- Reviewing and ensuring that action is taken following any reports produced by the Board of Trustees.
- Reviewing the performance of the Membership Committee.
- Completing an annual review of all Membership Committee activities and sharing this with the Board of Trustees.

Membership

CIMSPA's Board of Trustees aims to ensure that fellow trustees, sub-committee members and CIMSPA's employees are representative of all sections of the society that they serve. CIMSPA welcomes and embraces the different perspectives, backgrounds, and cultures individuals bring to the organisation and is committed to ensuring its operation reflects this, through inclusive practices that positively promote respect, equal opportunities for all and dignity.

The Membership Committee will consist of:

- A minimum of one and a maximum of two independent non-executive trustees (this is excluding CIMSPA's Board of Trustees' Chair), with one acting as the Membership Committee Chair.
- One member of CIMSPA's executive team (this is excluding CIMSPA's CEO) in a non-voting capacity.
- A minimum of three and a maximum of five appointed members that are recruited for their recent and relevant knowledge, skills, behaviour, and experience in a range of different fields within the sport and physical activity sector.
 - The appointed members must collectively possess knowledge and experience of a broad range of the following:
 - Industries within the sport and physical activity sector (including but not limited to):
 - Performance sport.
 - Health and wellbeing
 - Exercise and fitness
 - Leisure operations
 - Community sport
 - Adventure sport
 - The different personas which make up the sport and physical activity workforce
 - A non-voting seat on the committee will be offered to the Youth Panel, who can nominate an individual for this role or who can choose to rotate the seat among Youth Panel members. It is a decision for the Youth Panel whether to take up this seat.

Tenure and Elapse

CIMSPA's Membership Committee members are eligible to stand as a Committee member for a term of up to three years. After the first year of the initial term, their position will be reviewed in accordance with the skills matrix, committee composition and committee diversity. At this point, the committee member may continue in their position for a further two years, with annual reviews and CPD governing their tenure to complete their initial three year term. A maximum of three terms of three years may be served, following this format.

Once a committee member has completed their maximum term, at least four years must elapse before they are eligible to stand as a member on any committee for CIMSPA.

Positions held on the Membership Committee by Board trustees will be managed in accordance with their tenure and elapse for their Board trustee position.

Quorum

The quorum necessary for the transaction of business shall be three members for both committee, sampling and additional meetings.

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

Meetings

The Membership Committee shall normally meet four times per year, with additional meetings scheduled on a demand-led basis. In addition to committee meetings, the committee shall meet quarterly as required to complete duties related to the provision of chartered status. Where it is not possible or practicable to hold these meetings at SportPark, Loughborough, meetings will be facilitated via electronic means or held at an alternative venue (or hybrid)..

A minimum of 21 days written notice shall be given to every member of each meeting.

Papers for the Membership Committee meeting will be circulated not less than five working days before each meeting.

The minutes of each Membership Committee meeting shall be made available to the Committee at the earliest convenience and shall be made available to the Board of Trustees upon request.

The Chair of the Membership Committee will report to the Board of Trustees following each committee meeting on its duties and responsibilities.

These roles are voluntary, and expenses will be met, should a committee member be unable to find a sponsor to support their attendance.

Additional Information

In exceptional circumstances the Membership Committee may co-opt an individual onto the Membership Committee to ensure that it has the required skills or experience to meet the needs of the sub-committee, the Board and the wider organisation. Co-opted committee members will still be required to undergo an interview process prior to appointment.

If the Chair of the Membership Committee is unable to attend or is not present at the start of a meeting, the meeting shall elect a Chair from the remaining members for the duration of the meeting.

Only members of the Membership Committee have the right to attend committee meetings. However, CIMSPA executive team members may be invited to attend meetings of the committee on a regular basis and other non-members may be invited with the approval of the Chair to attend all or part of any meeting as and when appropriate and necessary.

Outside of the formal meeting programme, the Membership Committee Chair will maintain a dialogue with key individuals involved in the company's governance, including the Chair of the Board of Trustees, the CEO, and Chief Strategy Officer.

CIMSPA's staff team will provide secretariat to the Membership Committee meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the board. The Chair of the Membership Committee will review draft documents and approve for circulation to Membership Committee members and public facing copies (where applicable).

The Membership Committee shall:

- Have access to sufficient resources in order to carry out its duties, including access to a secretariat for assistance as required.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- Give due consideration to laws and regulations, CIMSPA's Charter and Statutes, Board of Trustees Terms of Reference, Board Members' Code of Conduct and any other applicable rules as appropriate.

Professional Development Board Interaction

The Membership Committee will have a strategic relationship with the UK Workforce Professional Development Board (UKWPDB), supporting implementation strategies for key developments or changes made by the UKWPDB. This includes but is not limited to the roll out of new professional standards or changes to professional standard review cycles. Where activities and roles interact, the UKWPDB will be responsible for defining and prescribing the entry criteria and assessment for membership through the relevant professional standard. The Membership Committee will be responsible for maintaining the professional standard's integrity by ensuring these rules are applied and adhered to.

Review

The Membership Committee Terms of Reference will be reviewed by the Board of Trustees in July 2026 unless changes in policy, governance or other circumstances require a review prior to this date. They will then be reviewed biennially in accordance with the Board of Trustees' annual plan.



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