



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 direct the growth, improvement, and provision of CIMSPA membership that is of value to the sport and physical activity sector. The membership committee terms of reference are agreed by the CIMSPA board who delegate authority to the membership committee to undertake work relating to the review and maintenance of the integrity of CIMSPA membership and the provision of chartered status. The membership committee have no executive powers other than those specifically delegated in these terms of reference.

Scope

The membership committee are responsible for monitoring and maintaining the integrity of CIMSPA membership, whilst ensuring compliance with CIMSPA's chartered statutes and guidance issued from the CIMSPA board of trustees. The membership committee is responsible for overseeing CIMSPA's membership categories, including their standards, growth, programmes, needs and policies. It provides strategic direction, advice and counsel to the executive team and board of trustees on matters pertaining to CIMSPA membership. It is the custodian of Chartered standards and bestowing this award to CIMSPA members. The scope of the committee also includes:

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

Roles and Responsibilities

The membership committee role is to:

- Oversee the end-to-end process of all CIMSPA membership category creation, development, implementation, and review.
- Advocate on behalf of CIMSPA's membership, consider member engagement feedback and make informed recommendations on the best possible standards, programmes, and policies for each CIMSPA membership category.
- Advise and counsel the CIMSPA executive team and board of trustees on all matters relating to CIMSPA membership categories.
- Act as the guardians of CIMSPA's Charter and Statutes that relate to membership categories, advocating exemplar governance during CIMSPA's strategic and operational activities.
- Define, monitor, review and approve the CIMSPA membership framework in line with
 - The chartered statutes,

- Direction from the board of trustees and professional development board,
- Changes in the sport and physical activity sector,
- Changes in governance,
- CIMSPA's Professional Standards.
- Undertake duties outlined in standard operating procedures required for the provision of chartered status, for example sampling, feedback provision and approval of results.
- Undertake duties outlined in standard operating procedures required for maintaining the integrity of CIMSPA membership, for example, approving frameworks in line with the charter and statutes.
- Where appropriate provide feedback and advice to the CIMSPA executive on operation and process relating to the framework for and provision of CIMSPA membership.

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.
- Receiving recommendations from the CIMSPA executive team for updates or changes to the membership provision, process, and procedure, in line with CIMSPA's operational circumstances and governance.
- Ensuring decision making, strategic direction, and operations are informed by target population specific insight.
- Reviewing and ensuring that action is taken following any reports produced by the board of trustees or CIMSPA executive team.
- Reviewing the performance of the membership committee.

Completing an annual review of all membership committee activities.

Membership

CIMSPA's board of trustees aim to ensure that fellow trustees, committee members and CIMSPA's employees are representative of all sections of 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:

- One independent non-executive trustee (this is excluding CIMSPA's board of trustees' chair).
- One member of CIMSPA's executive team (this is excluding CIMSPA's CEO) in a non-voting capacity.
- Up to five co-opted 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 co-opted members must collectively cover knowledge and experience in the following fields:
 - Sport.
 - Physical activity and health.

- Exercise and fitness.
- Leisure operations.
- Community sport
- Adventure activities

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.

Quorum

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

Where a decision is required by the committee, the final decision will be achieved through a majority verdict.

Meetings

The 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 required for 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.

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

Papers for the 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.

The chair of the membership committee will report to the board 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

The chair of the membership committee will be chosen by the CIMSPA board.

Co-opted committee members will be appointed through an interview panel including the committee chair and a member of the CIMSPA executive team.

The following will be implemented in the recruitment of co-opted committee members:

- Advertisements for the members will be made publicly available (e.g. using UK Sport's website).
- Open advertising.
- Consideration of candidates from a wide range of backgrounds.
- Consideration of candidates on merit and against objective criteria and with due regard for the benefits of diversity and sector representation on the committee, including gender, taking care that appointees have enough time available to devote to the position.

If the chair is unable to attend or is not present at the start of a meeting, the meeting shall elect a chair for the duration of the meeting.

Only members of the 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 by the chair to attend all or part of any meeting as and when appropriate and necessary.

Outside of the formal meeting programme, the committee chair, will maintain a dialogue with key individuals involved in the company's governance, including the board chairman, the chief executive, and Director of Strategy.

CIMSPA's executive staff will provide secretariat to the 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 committee will review draft documents and approve for circulation to the committee members and public facing copies (where applicable).

Professional Development Board Interaction

The membership committee will have a strategic relationship with the professional development board. Where activities and roles interact, the professional development board will be responsible for defining and prescribing the entry criteria and assessment for membership and the membership committee will be responsible for outlining the scope of the membership framework and maintaining its integrity by ensuring these rules are applied and adhered to and conducting standardisation reviews.

Review

The membership committee terms of reference will be reviewed by the board of trustees in February 2024 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's annual plan.