

Membership Committee

Terms of reference, role criteria and application process

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The Membership Committee is a critical pillar of our governance structure. It utilises broad, digitally enabled and agile mechanisms to engage with our members. Connecting the member voice with the Institute’s leadership, and the Global Board of Trustees, to inform the overarching CIPS strategy and ensure membership holds value and relevance across the global community. ”

Henrik Larsen

Membership Committee Chair

Terms of Reference

The Membership Committee is a sub-committee of the Global Board of Trustees. The Committee supports the Board by ensuring Trustees receive input from a broad range of members from across the globe and that members' views are presented objectively to the Trustees and acted upon by the Executive. The Membership Committee also provides assurance to the Board on the effective performance of membership feedback mechanisms.

Role

- Support the development and enhancement of CIPS' membership representation mechanisms to ensure they continue to provide inputs from a wide and diverse range of CIPS members
- Encourage innovative ways to continually improve how CIPS captures and acts upon member voice
- Maintain links with the Volunteer Engagement Group
- Act as ambassadors for CIPS and the profession
- Provide views to the Board on risks to CIPS, most specifically relating to the products and service provided to members

Composition

- The composition of the Membership Committee is agreed by the Global Board of Trustees
- A member of the Global Board of Trustees acts as Chair and other Trustees are assigned to ensure the Membership Committee has the right mix of skills, knowledge, and diversity
- The Membership Committee are representative of the geographies of CIPS membership
- There are typically 10 members of the Membership Committee, including up to 8 independent members
- Independent members of the Membership Committee may also be members of the Volunteer Engagement Group

Appointment

- The Chair of the Membership Committee is appointed by the Chair of the Global Board of Trustees
- Independent, non-Trustee members are appointed by the Nominations Committee from the global volunteer network
- The usual term is 3 years, in line with the Global Board of Trustees
- Members of the Membership Committee will not have any conflicts of interest

Operation of the Membership Committee

- The Committee meets quarterly, typically a month ahead of Global Board of Trustee meetings
- The Committee meets virtually without the need for in person meetings or travel
- Meeting quorum is 60% of Committee members
- The Chair of the Committee updates the Global Board of Trustees on the views of members at every Board meeting, through a standing agenda item
- The Board of Trustees may change these Terms of Reference with reasonable notice

Role criteria for non-Trustee members of Membership Committee

Essential

- Current full membership of CIPS (MCIPS or FCIPS) and holding Chartered status
- An active CIPS volunteer
- Excellent communication, organisational, and interpersonal skills
- The ability to work collaboratively and collegiately – taking a global / team perspective
- The ability to respect confidences
- The ability to commit the time necessary (including employer support)
- Evidence of being committed and dedicated to the development of the profession and CIPS
- Demonstrative understanding of CIPS' purpose and values

Desirable

- Experience of working in a diverse and international context, with strong cultural awareness
- Insight into the expectations of next generations entering CIPS membership and the profession
- Knowledge and experience of digital collaboration

All Membership Committee members must read the CIPS Volunteer Policies Handbook, sign the Volunteer Agreement, and attend training opportunities relevant to the role.

Application and appointment process

1. Candidates must submit a CV, two letters of recommendation from CIPS members and a statement of suitability outlining their interest, commitment, and relevant experience.
2. The Nominations Committee will assess the candidates and interview those that best meet the selection criteria.
3. The Nominations Committee will formally appoint new, non-Trustee, members of the Membership Committee.

4. Successful candidates will be required to attend an induction before beginning their term.

CIPS encourages applications regardless of gender, ethnicity, religion, disability, sexual orientation or age.

Additional information

Nominations Committee

The Nominations Committee is a sub-committee of the Global Board of Trustees and is responsible for appointing Trustees onto the Board and selecting independent members of Board committees.

Global Board of Trustees

The Nominations Committee appoints candidates to the Global Board of Trustees against selection criteria to ensure that Trustees have the commitment and competence to discharge their responsibilities.

The Nominations Committee ensures that the Trustees, as a collective, are balanced and not dominated by any single interest group and ensures that experiential, sectoral, geographic and diversity considerations are given appropriate weight.

The majority of Nominations Committee members are Trustees who have been selected for the Committee based on their experience of leading significant functions, their breadth of business experience and their access to executive Board level networks across a wide spectrum of organisations and disciplines. The Nominations Committee will also include executive search professionals and/or human resource experts to add independence to the process.

The CEO and the CIPS Executive do not participate in the decision-making process, including shortlisting or recommending a preferred candidate.

Independent members of Committees

The Nominations Committee appoints the independent members of Board committees including the Membership Committee. The CIPS Executive may advertise roles and is responsible for ensuring that all candidates have provided evidence that they meet the selection criteria. The Nominations Committee interview the shortlisted candidates and appoint as appropriate. The CEO and CIPS Executive do not participate in the decision-making process.

