



## **MEMBERSHIP COMMITTEE TERM OF REFERENCE**

### **Mission**

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The mission of the ISPO Membership Committee is to strengthen and increase ISPO's membership worldwide through the provision of relevant membership benefits and the conduction of targeted membership campaigns, and to enhance the Society's member engagement. Primary focus is on:

- Supporting ISPO member societies in their effort to be more successful and impactful locally
- Increasing the collaboration between ISPO International and member societies
- Advising ISPO International on matters of membership recruitment and retention
- Increasing the visibility of the Society and the recognition of its programs and activities worldwide
- Develop and update benefits package for members (all categories) making it worthwhile to stay as or become a member

### **Principles**

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All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO. Exceptions to be above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies and with expertise and/or interest in membership management matters and who have the following background, skills and experience as well as:

- Extensive international network of contacts
- Proficient in written and spoken English (additional knowledge of French or Spanish is preferred)
- Strong understanding of various membership options
- Solid knowledge of membership payment routines

ISPO Committee members shall always:

- Act in the best interest of the Society and align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Secretariat staff.

### **Commitment**

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ISPO Membership Committee members are expected to:

- Have their involvement in the ISPO Membership Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and ISPO Membership Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists.
- Take initiative in matters crucial to ISPO and its future development.

- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct

## **Responsibilities & Objectives**

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The responsibility of the Membership Committee is to oversee activities aimed at increasing and/or retaining the number of National Member Societies (NMS) and members (all categories) and to make recommendations to the ISPO Executive Board.

The Membership Committee has responsibility for:

- Recommend necessary policies and guidelines for their operations and activities (such as new member benefits, marketing)
- Maintain close contact with NMSs
- Annually review membership benefits and services, advising the Executive Board of recommended changes
- Assist in determining, monitoring and advising on the direction of ISPO's membership growth, recruitment
- Establish and monitor any financial aspects of the ISPO membership (such as new benefits, marketing and recruitment) – particularly in relation to the overall budget of the Society. All decisions involving financial obligations must be brought forward to the Executive Board for final discussion and approval
- Help to enhance the needs of members and recommending the development of services to meet those needs.
- Participate in ensuring effective organizational planning and in the strategic development of the membership
- Nurture, develop and recruit young members
- Ensure that the sections related to membership on the ISPO website are up-to-date and that relevant input is continuously provided
- Encourage and stimulate countries to start National Member Societies and welcome new members
- Keep membership informed to make prospective and current members aware of the resources, services, and membership benefits of ISPO.