

Terms of Reference Membership Committee

Purpose:

The purpose of the committee is to maintain and increase the membership in the society.

This will be accomplished through:

- Updating the criteria for membership in the society.
- Assessing the qualifications of membership applicants.
- Issuing membership certificates.
- Promoting campaigns to maintain and increase membership in the society.

Membership:

- The committee will consist of a Chair and a maximum of 10 members.
- The Chair and members must be ISAM members.
- The Chair will be nominated by the president, subject to Board approval.
- Members will be nominated by the Chair, subject to Board approval.
- The Chair and members should ideally represent different global regions.
- The membership term will be three years.

Frequency of Meetings:

The committee will meet at least once “in person” coincident with the annual ISAM scientific meeting. Meetings will also be held via telephone (teleconference) or electronic mail (e-mail) as the need arises. Members are asked to commit to participate in the “in person” meeting, teleconferences, and meetings by e-mail. Quorum at the “in person” meeting and at teleconferences will be defined as 50% or greater of the committee members.

Decision Making Process:

Consensus. In the exceptional circumstance where a consensus is unachievable, decisions will be decided by a majority vote.

Reporting Process:

Committee will regularly report on its activity at board meetings and at the ISAM annual meeting.