**DRAFT**

**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.