



Operational Committees Terms of Reference

Membership Development Committee (MDC)

Role:

To have oversight of ALT's activities and aim to support and develop its community of members within a framework provided by:-

- ◇ the ALT Constitution and Strategy;
- ◇ policies decided from time to time by the Central Executive Committee;
- ◇ the ALT budget.

To advise on the development of ALT's community of members and to advise and be advised by ALT's other committees on matters pertaining to ALT's membership.

Remit:

- 1 To support the development of ALT's community of members in line with the ALT strategy.
- 2 To advise on and contribute to membership recruitment and retention.
- 3 To support the development (national and international) of the accreditation scheme, CMALT and activities for candidates and CMALT Holders.
- 4 To review proposals for new Special Interest and Member Groups, advise the Central Executive Committee on their establishment, and oversee activities of these groups.
- 5 To represent ALT and its community at events including the annual conference and to contribute to and to lead sessions about ALT at internal and external events.
- 6 Together with the Communication and Publication Committee, to advise on the development of ALT's online services for members across different platforms including social media.
- 7 To promote and support research through its activities.
- 8 To actively engage with consultations and collaborative activities within the community.

For avoidance of doubt, benefits and entitlements for organisations that provide sponsorship to ALT (regardless of whether these are members or not), and Honorary Life Membership, fall outside the remit of MDC and are the responsibility of the Central Executive Committee.

Workings:

- 1 MDC will establish and maintain a plan of activities against which the work of the committee can be judged.
- 2 MDC will submit minutes for consideration by the Central Executive Committee.
- 3 MDC will consider matters referred to it by the Central Executive Committee and/or by other ALT Operational Committees.
- 4 MDC will submit an annual report for inclusion in the ALT Annual Report.
- 5 MDC will have a chair appointed by the Central Executive Committee, usually co-opted thereunto

(unless an elected member of the Central Executive Committee in his or her own right,) and a Vice Chair appointed by the committee, whose role will be to deputise for the Chair when the latter is unavailable.

- 6 MDC will be serviced by the ALT Membership Manager. The ALT Chief Executive will be an ex-officio member.
- 7 MDC will normally meet three times a year in advance of the Central Executive Committee meetings to allow minutes to get reviewed in a timely fashion. Two of these meetings are likely to be virtual and the third will normally facilitate access for those at some distance for at least some of the time.
- 8 In line with standard agreed ALT procedures (principally <http://repository.alt.ac.uk/628/>), members of MDC are appointed for a three year term starting in September at the AGM. Casual vacancies are left until the end of a year to be filled. After completion of one three year term members are eligible for reappointment for a further three year term.
- 9 After six years members must stand down for a minimum of one year (unless CX rule otherwise in exceptional circumstances).
- 10 Members who are inactive for more than three consecutive meeting (do not attend and do not do anything else relevant to the committee) fall as members.
- 11 When there are vacancies at the end of the year the number will be notified to the ALT Chief Executive for advertising widely. In addition to the number of vacancies some indications of areas of especial interest will normally be given.
- 12 The Chair will consider the resulting expressions of interest and recommend to the Central Executive Committee a set of appointment.

Last reviewed: Jan 2016 (Approved by the ALT Central Executive Committee on 20 Feb 2014)