

Membership Committee

Terms of Reference

1. Introduction

The Membership Committee is responsible to the Trustee Board for the role of the Institution as a qualifying body and for delivering the Qualifications, Education & Inspiration strategy strands and the implementation of CPD policy, guidance and audit. The Membership Committee admits, on the Trustee Board's behalf, persons to the Membership Roll at all grades in accordance with the Royal Charter and By-laws as set by the Trustee Board and the membership. The Membership Committee is also responsible for:

- ensuring that the Institution complies with, as appropriate, the registration requirements of Engineering Council, and the Society for the Environment (SocEnv).
- transfer between grades;
- reinstating former members where appropriate;
- providing the policy for, and guidance on matters pertaining to education and careers advice given to the pre-19 (school student) age group.

The Membership Committee deals primarily with policy matters. Functional matters are invariably delegated to Panels that report to the Membership Committee.

Delegated Powers

In accordance with By-law 49, the Trustee Board delegates its powers relating to the admission to, and transfer between all grades of membership excepting Honorary Fellows to the Membership Committee. The Membership Committee shall recommend criteria for the grades of membership for approval by the Trustee Board. Thereafter, the Membership Committee shall act on the Trustee Board's behalf in assessing applicants for admission to, and transfer between the grades of membership.

2. Mission

To develop clear and effective policies, and implement, efficiently these on behalf of the Trustee Board to:

- ensure the Institution is the qualifying body for a broad spectrum of activity in the built environment;
- monitor the competence of our professionally qualified members;
- ensure a sustainable supply of high-quality entrants to the profession;
- grow the membership

To determine clear and effective standards, policies and procedures for admitting persons to the Membership Roll, for approval by the Trustee Board. To implement, efficiently, these procedures on behalf of the Trustee Board.

3. Responsibilities

The Membership Committee is responsible to the Trustee Board for:

- Exercising the powers delegated by the Trustee Board by admitting persons to the Membership Roll at all grades and transferring members between grades. Reporting, annually, to the Trustee Board on the activities of the Committee and bringing to the Trustee Board's attention matters requiring the Trustee Board's approval.
- Ensuring compliance with By-laws and Admission, Qualification and Training Regulations relating to the admission and transfer into grades of membership.
- Making recommendations for changes to the Royal Charter, By-laws and Admission, Qualification and Training Regulations that the Committee considers necessary to govern effectively the Membership Roll.
- Setting and maintaining the standards of general education, practical training and continuing professional development for all the grades of membership.
- Approving the regulations that allow for the deferment or relief from subscriptions in appropriate cases.
- Validating the terms of reference of all supporting panels.
- Determining the number and scope of the Membership Committee's supporting bodies.
- Representing ICE's interests regarding the policies and operation of the relevant N/SVQ Awarding Bodies.
- Receiving an Annual Report from the QUEST Committee.
- Reinstating former members to the Membership Roll. Where a person's membership has been suspended or terminated as a result of an order of the Disciplinary Board, a recommendation should be sought from the Disciplinary Board regarding the former member's suitability for reinstatement.
- Developing effective policies that encourage people from all backgrounds to enter the profession and facilitate their entry.
- Developing effective policies for engaging and supporting members through their careers following professional qualification.
- Liaising with Engineering Council and SocEnv as required, on matters pertaining to activities controlled under license from these bodies, respectively.

4. Composition of Committee

The Membership Committee shall comprise of permanent members, which should include:

- The Chair who is the Trustee who holds the portfolio of Membership and sits on the Trustee Board
- A representative, normally the Chair, of the following supporting Panels
 - Education & Inspiration Advisory Group
 - Qualifications Panel
 - Professionalism Panel
- A representative, usually the Chair, of the Fairness, Inclusion and Respect Committee
- A representative of the following:
 - UKRAC

- International Committee
- Graduates and Students Network (GSNet)
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The committee should also contain:

- one Council member,
- one Member who shall be either an Incorporated Member, Associate Member or Technician Member,

These positions can also be represented by any of the individuals who qualify above.

Input from an Ethics Representative for specialist advice and support will be sought as and when required.

For decisions that affect the Registration of candidates, the majority of those voting shall be Registrants of the appropriate qualification and level.

The Committee's composition should meet the diversity aspirations as determined by the Fairness, Inclusion and Respect Committee.

5. Representation on other bodies

As Trustee who holds the portfolio of Membership, the Chair will be a member of the ICE Trustee Board

It is the responsibility of the Chair to bring any policy issues relating to the Membership Committee and its work to the attention of the Trustee Board.

6. Co-Option

The Chair shall have the power to co-opt additional members to the Committee as necessary for specialist advice and support.

7. Period of Appointment

See ICE Membership Manual, Section 4, Procedure 4.1 – appointment of Committee and Panel members - for details on the length of appointment for Panel members.

8. Record Retention

The ICE Retention and Archiving policy and schedule outlines the relevant documentation that is to be retained by the Membership Committee secretariat relating to the Committee and its meetings. This documentation is to be retained in accordance with the requirements outlined in the retention schedule.

9. Meetings

Normally two per year. Meetings will comprise at least one physical meeting per year. The remainder and any supplementary working group discussions, and ad hoc meetings will make use of remote meeting technology where possible.

Quorum: half the Committee plus one

If the Chair is unable to attend any meeting of the Panel, then the meeting is authorised to elect a chair for that meeting.

10. Secretariat

The Secretariat shall be provided by Director Membership

11. Other

At least once a year, the Committee should review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trustee Board for approval.