



## TERMS OF REFERENCE: MEMBERSHIP COMMITTEE

*(reviewed July 2011)*

The committee will normally consist of the Captain, Vice Captain plus two or more members of the Main Committee/Board. All potential new lady members in many cases are vetted by the Ladies' Committee and then if approved passed onto this committee. (This procedure will vary between clubs and in many cases will be incorporated within the Club Rules).

The committee would normally meet as and when vacancies occur but it will have at least one meeting per year should there be no vacancies.

The terms of reference are as follows:

- ✎ To regularly review membership numbers and candidates on the Waiting List.
- ✎ To arrange to interview all prospective members at suitable times. No candidate can be placed on the Waiting List until interviewed by the committee. (Some clubs have procedures for placing applicants on the Waiting List according to certain credentials).
- ✎ To ask for the proposer/seconded of prospective members to attend the above interview if so required. (At some clubs this is mandatory).
- ✎ To report regularly to the Main Committee/Board with recommendations to fill any vacancies in the Club Membership in any category.

(In some cases this committee also deals with matters of discipline and in this case the terms of reference for this committee should be included in this document).

**NB:** It is strongly advised that the procedure for selecting suitable candidates for membership is carried out even if there is no waiting list and vacancies are available.