

### Membership Working Group *–* Terms of Reference

1. **Purpose**

The purpose of the Membership Working Group is to improve retention, engagement and recruitment of membership, and improve member services.

1. **Main Activities**
	1. To support membership administration by analysing and discussing incoming queries from the membership and external parties and if necessary, escalating to trustees and Council with recommendations for decision making
	2. To proactively investigate membership rules and processes to identify inconsistencies and break down barriers and increase inclusivity
	3. To promote recruitment and retention of members
	4. To review, identify and clarify eligibility criteria for all membership categories
	5. To consider additional membership categories and pathways
	6. To promote and improve membership engagement
	7. To look for additional benefits and services that can be offered to members
	8. To review and update as necessary membership documentation including policies and procedures
	9. To contribute to the production of membership surveys
	10. To contribute to the strategic objectives with regards to membership
	11. To build on the culture review by implementing the report recommendations
2. **Status of Committee**
	1. The Membership Working Group is not authorised to make decisions other than in accordance with these terms of reference.
	2. The Membership Working Group reports to Council.
3. **Membership**
	1. The Membership Working Groupshall consist of a maximum of 25 members. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
* Honorary Secretary (Chair)
* Chair or representative of Education Committee
* Chair or representative of Quality & Standards Committee
* Chair or representative of Global Committee
* Chair or representative of Training Committee
* Chair or representative of Exams Committee
* Chair or representative of SAS Committee
* Chair or representative of OTG
* International College Representative
* Associate Member (Eye Care Professional) Representative
* Associate (Foundation Doctor) Representative
* Associate (Medical Student) Representative
* Trainee Representative
* Affiliate Representative
* Member Representative
* Fellow Representative

College staff members:

* Chief Executive Officer
* Head of People and Resources
* Membership & Elections Manager
* Representative of Communications Team
* Representative of Exams Team
* Representative of Professional Support Team
* Representative of Education, Training and Events Team

The Chair shall be responsible for chairing meetings, liaising effectively with the Working Group manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**
	1. Meetings will occur virtually or as hybrid meetings 4 times per year. The majority of work is expected to be undertaken in-between meetings.
	2. Notices of meetings shall be given in writing/email.
	3. Repeated absence of 2 or more missed meetings and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
	4. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.
	5. Papers will be circulated to the Membership Working Group a week in advance.
	6. The content of meetings will be minuted by a member of the College staff and minutes circulated aiming to reach attendees within 3 weeks.
	7. To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.
2. **Quorum**

All members are expected to attend meetings; however, the quorum is half the members plus one.

1. Representation on College Committees
	1. The Chair shall also attend meetings of Council, Executive Committee, Board of Trustees and other standing committees ad hoc.
	2. Other committee members shall attend other committees they are already members of.
	3. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
2. Reporting requirements
	1. The Working Group manager shall keep minutes of its meetings and a copy of these minutes shall be sent to the Honorary Secretary.
	2. The Working Group manager shall adhere to the key progress indicators outlined in the working group’s annual workplan including the reporting of risk through the completion of a risk register.
	3. The Honorary Secretary shall report 4 times per year to Council.
	4. Council may, from time to time at their discretion seek any further information in relation to the discharge of its functions.
3. **Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

1. **Conflicts of Interest**

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

1. **General**
	1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.
	2. The operational management of the Committee/Sub-Committee/Working group, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.
	3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
	4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	5. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
	6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
2. **Variation or Termination**

These terms of reference shall be reviewed every *2* years and shall remain in force until varied or revoked by the Board of Trustees.

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