



Policy for the Acceptance of Membership of External Bodies

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Approved By	Board
Version Number	1
Effective Date	25 May 2013
Next Review Date	25 May 2019

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Policy for the Acceptance of Membership of External Bodies

1. INTRODUCTION

From time-to-time, the College is either approached to become a member of, or it is proposed that the College become a member of, an External Body.

This document sets out the process for the assessment of whether or not the College should be a member of an External Body.

Please note: Appointments of Fellows, trainees or staff to represent the College on External Bodies is governed by the By-Law: Appointment of Representatives to External Bodies

2. REQUESTS FOR MEMBERSHIP OF AN EXTERNAL BODY

Fellowship Relations will facilitate the consideration of requests for membership of an External Body, such as to ensure that the item is placed on the Agenda for a forthcoming meeting of the Fellowship Committee. It is not Fellowship Relations' responsibility to undertake the assessment of any request for membership, unless it is the Business Unit that has initiated the particular request.

3. ASSESSMENT

Before membership of an External Body is accepted, the College will make an assessment of whether or not it wishes to be a member of the External Body.

A principal consideration in determining whether or not the College should be a member of an External Body is whether being a member of the External Body will align with the College's interests or be of benefit to the College and its members.

Additional matters for consideration include:-

- The relative financial (if applicable) and reputational standing of the External Body; and
- The possibility for membership of the External Body to advance, or damage, the College's reputation or that of its members or a group of its members.

The form at **Annexure A** will assist with the assessment of the request for membership of an External Body, and should be submitted with any request to allow a full assessment to be conducted by the approving body, or the individuals authorised to approve such requests.

The assessment of the membership must be completed by the College Body or business unit that initiated the request and submitted to the Fellowship Committee for approval.

If the request is urgent and cannot be assessed by the Fellowship Committee in a timely fashion, whether in a meeting or by "out-of-session" approval such as, for example, by circular resolution, then the President, the President-Elect and the Chair of the Fellowship Committee may approve the request on consideration of the assessment provided.

4. APPROVAL

If a request for membership is approved any membership application form should be completed and lodged with any subscription fee payable.

The Company Secretary is authorised to approve any subscription fees payable for approved memberships of College Bodies.

5. REGISTER OF MEMBERSHIPS

The College's Governance Unit will maintain a register of all College memberships of External Bodies. The register will be posted to the College's internet and intranet for access by members and staff as required.

6. APPOINTMENT OF COLLEGE REPRESENTATIVES

If the membership of an External Body also entitles the College to appoint one or more representatives to the External Body, then such appointment or appointments are only to be made in accordance with the requirements of the College's By-Law:- "Appointment of College Representatives to External Bodies".

7. ANNUAL MEMBERSHIPS OF EXTERNAL BODIES

The Fellowship Committee must assess the continuing benefits to the College of renewal of the membership, and, if thought fit, approve the renewal of the membership before the date of expiry. Approval for the renewal of annual memberships for the College should be sought from the Fellowship Committee by the Business Unit responsible for the membership **before** the expiry date of the membership.

In determining whether to renew membership, the Fellowship Committee will consider the merits of continued membership.

8. DEFINITION

External Body	Any Alliance, Association, Committee, Agency or other Organisation that is external to the College.
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Attachment

1. Annexure A – Form: Assessment of Membership of External Body

Approved by the Board of the College on 25 May 2013

ASSESSMENT OF MEMBERSHIP OF EXTERNAL BODY

Annexure A

1.	NAME OF EXTERNAL BODY	
2.	PURPOSE OF EXTERNAL BODY	
3.	WHO INITIATED THE REQUEST FOR MEMBERSHIP OF THE EXTERNAL BODY?	
4.	BENEFIT AND VALUE TO THE COLLEGE OF MEMBERSHIP OF THE EXTERNAL BODY?	
5.	SUBSCRIPTION FEE FOR MEMBERSHIP?	
6.	ANY OBLIGATIONS ON THE COLLEGE AS A MEMBER OF THE EXTERNAL BODY?	
7a.	FINANCIAL POSITION OF THE EXTERNAL BODY	
7.b	IS THE EXTERNAL BODY SOLVENT	
8a.	ANY RISKS TO THE COLLEGE OF BEING A MEMBER OF THE EXTERNAL BODY?	
8b.	THE ACTIVITIES OF THE EXTERNAL BODY ARE NOT IN CONFLICT WITH THOSE OF THE COLLEGE?	
9.	IS THE COLLEGE ELIGIBLE TO APPOINT A REPRESENTATIVE TO THE EXTERNAL BODY? (If yes, such appointments must be made in accordance with the Policy/By-Law: "Appointment of College Representatives to External Bodies".)	
10.	WHICH COLLEGE BODY OR COLLEGE BUSINESS UNIT WILL BE RESPONSIBLE FOR MANAGING THE MEMBERSHIP RELATIONSHIP?	
11.	OTHER THAN THE PAYMENT OF ANY SUBSCRIPTION FEE, IS ANY OTHER COLLEGE RESOURCING REQUIRED TO SUPPORT THIS MEMBERSHIP?	