**Role Description – Membership Admissions Committee Member**

**About the Membership Admissions Committee:**

The Membership Admissions Committee (MAC) is a Standing Committee of CIEEM’s Governing Board. The role of MAC is:

* To provide guidance on the membership classes, eligibility criteria and the assessment of eligibility.
* To keep the Membership Regulations and Assessment Procedures under review to ensure that they are fit for purpose.
* To review applications for membership in accordance with the Membership Regulations.
* To monitor membership trends and advise on appropriate actions to increase retention and growth.
* To oversee the process of assessment of Chartered Environmentalist candidates in line with the published competency criteria.
* To oversee the creation and maintenance of any Register of chartered individuals held by the Chartered Institute including guidance on eligibility criteria and assessment procedures.
* To oversee the recruitment of Fellows, and
* To contribute to the strategic planning of the Chartered Institute.

The work of the Membership Admissions Committee is guided for the Secretariat by the Head of Membership and Marketing, supported by the Membership Operations Manager.

**The Role of a Committee Member:**

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| i. | To attend meetings of MAC and contribute actively to discussion and decision-making. Meetings are typically once a quarter and are mostly held by videoconference. Where a face-to-face meeting is required these are held in a central London venue. |
| ii. | To respond to requests for advice, help and guidance from the Secretariat in relation to membership and chartered membership matters between meetings. |
| iii. | To undertake assessments of membership applications. There is an expectation that Committee members will assess approximately six applications per month. A typical application takes approximately 30 minutes to review although some may take longer. |
| v. | To help identify, plan and implement activities to promote CIEEM membership. |
| vi. | To raise ideas and issues for discussion at MAC meetings that are relevant to the purpose of the Committee, and |
| vii. | To contribute to CIEEM’s strategic planning processes. |

Committee members wishing to stand down from their role on the Committee should wherever possible provide at least three months’ notice to allow sufficient time for the recruitment of a new Committee member to take place.

Committee members may serve for a maximum of two terms of three years. The Chair or Vice-Chair of the Committee can serve additional years up to a maximum of 10 years’ service in total.