



## **Australasian Society for Physical Activity (ASPA)**

### **Membership Committee: Terms of Reference November 2020 Version 2.0**

#### **1. Purpose**

The ASPA Membership Committee works to support the ASPA executive in its activities related to increasing and retaining members

#### **2. ASPA Principles**

*Participation and respect* - All opinions and ideas of committee members will be heard and all members will be treated with respect.

*Focus on the 'greater good'* - While guided by their personal context and perspectives the committee leadership team will focus upon the broad goal of creating a positive outcome in the Australasian region.

*Evidence-informed* - Where possible, committee recommendations will be supported by, and contribute to, evidence related to effective physical activity policies, practices, processes and outcomes.

*Alignment* – Planned activities will align with ASPA policies.

*Equity, Inclusivity, and Diversity* – Some populations and geographical regions face greater barriers to participation in ASPA. The committee will apply an equity and inclusion lens across sectors (e.g. education, sport) and roles (e.g. academic, practitioner) to ensure broad participation and promotion across the Asia Pacific region.

#### **3. Objectives and general purpose**

The objectives of the ASPA membership committee are to:

- support the ASPA executive to increase membership by 10% per annum from 2020-2022
- support the ASPA executive to ensure a professionally and geographically diverse membership

The general purpose of the ASPA membership committee is to:

- Provide advice to the ASPA executive on strategies to increase and retain members
- Provide advice to the ASPA executive on strategies to encourage geographic and professional membership diversity

- Provide advice to the conference organising committee and any event coordinators to encourage geographic and professional diversity
- Identify and respond to the needs of ASPA members
- Support early career researchers, professionals and students through links with the Early Career Committee
- Support ASPA goals regarding mentoring and networking

### **Other Responsibilities**

The Membership Committee is responsible for:

- Responding to all membership queries, which are typically received via the ASPA email (see OneDrive for login details), social media pages or telephone
- Generating membership reports for executive committee meetings
- Generating membership email lists for e-newsletter distribution
- Liaising with the Communications Committee on e-newsletter content
- Liaising with SIG Committee/Officers regarding membership status of SIG members
- Checking evidence of student status on membership applications
- Checking evidence of LMIC status on membership applications

#### **4. Relationship to other committees**

The Membership committee connects directly to the Executive Committee via its Chair/s, and will work collaboratively with other ASPA committees to achieve its purpose.

#### **5. Committee composition, terms of office and recruitment**

The Membership Committee shall consist of:

- A Chair and Co- or Deputy Chair, at least one of which will be a member of the ASPA EC
- Chairs will be appointed for a maximum 4-year term (with potential for renewal if no ASPA member nominates for the role).
- Only current Membership Committee members will be eligible to become Co- or Deputy Chair.
- Outgoing Membership Committee Chairs may be given the option of remaining involved on the Committee.
- New chairs will be elected via vote by the Membership committee.
- New committee members will be recruited via a call for Expressions of Interest (EOI) distributed to members via email. EOI should include a brief (one paragraph) biography. New committee members will be appointed via consensus by the EC. In cases where there are more nominees than positions, a confidential ballot will finalise appointments.
- A minimum of four and a maximum of 8-10 Membership committee members will be identified in addition to the Committee Co-/Deputy Chairs.
- Terms of committee members shall be between 2-4 years, with a preference for members to step down after this period. If no new nominees are received, previous members can nominate to extend their position.
- Committees will consist of representatives from research, policy and practice across the Asia Pacific region, all of whom are full ASPA members.
- Contributions of Membership Committee members who have served terms for a minimum of one year should be recognised at the end of their term by an email from the ASPA President acknowledging their contribution.

## **6. Mode of Operation**

The Membership Committee will meet via tele-/video-conference at least three times per year, and at other times as required.

The Chair of the Membership Committee (or their delegate) will provide the ASPA EC with a written membership update prior to the distribution of meeting papers for each Executive Committee meeting, and/or a verbal update at each Executive Committee meeting.

## **7. Planning and Reporting**

At the beginning of each calendar year, the Membership Committee will present a 12-month plan to the EC for approval, that details the intended actions, timeline, budget, and outcomes of the committee. The progress/outcomes relating to the plan will be presented to the EC four weeks prior to being presented at the annual ASPA AGM.

### **Related Documents**

Related documents include:

- ASPA Membership Policy
- ASPA Membership Procedures