

Terms of Reference - Membership Forum

January 2019

1. Purpose

- 1.1 The Membership Forum is responsible for representing the membership and ensuring that members' views are appropriately reflected in the direction and activities of the Institute. The Membership Forum also plays an important role in promoting the Institute and the benefits of membership within the banking industry.

2. Accountability and Reporting

- 2.1 The Membership Forum shall be accountable to Board for all of its actions.
- 2.2 At each Board meeting the Chair of the Membership Forum or their delegated nominee will report on the activities of the Forum since the previous report to Board.

3. Principal Tasks

- 3.1 The Membership Forum's principal tasks include:
 - Advising Board on matters relating to the development of the Institute's strategic plans, and annual business plans;
 - Advising Board on matters of concern and interest to the Institute's membership;
 - Advising Board and the Institute's Leadership Team on the needs of members to ensure the Institute provides the benefits and services desired;
 - Promoting the Institute, and the benefits of membership, within the banking industry;
 - Assisting in the recruitment and retention of members;
 - Advising on, participate in and oversee activities and measures to enhance member engagement;
 - Promoting the geographic expansion of the Institute; and
 - Consulting with the Nominations Forum to agree skills and experience required of new Board Members, and proposing candidates (subject to Nominations Forum approval) meeting the agreed criteria.
 - Consulting with Board to agree the nominations for President and Vice-President

4. Membership

4.1 The Membership Forum shall consist of at least twenty members of the Institute, including but not limited to:

- Chair (appointed *ex-officio*) who shall be a member of the Board of Trustees
- Vice-Chair (appointed from among the members of the Membership Forum)
- Fellows
- Chartered Bankers
- Associates and Certified Professional Bankers
- Student members
- Young Bankers¹
- International members

4.2 Membership Forum members shall be recruited by open selection on the basis of expertise, experience and skills. The recruitment process shall be overseen by the Nominations Forum and supported by the Chair and other members of the Membership Forum. AGM approval is not required.

4.3 Members of the Membership Forum will be appointed for an initial one year term and will be eligible for re-appointment.

5. Chair and Vice-Chair

5.1 The Chair shall be appointed by the Nominations Committee from among Institute members serving on the Board of Trustees.

5.2 The Vice-Chair shall be appointed by the Institute's Nominations Committee, from among the members of the Membership Forum, in consultation with the Chair of the Membership Forum and the Board of Trustees.

5.3 The Chair at all meetings shall be the Chair of the Membership Forum, or in his/her absence the Vice-Chair, or in their absence, a member of the Forum to be chosen by those present.

6. Secretary

6.1 The Governance Coordinator or their delegated nominee shall act as the Secretary of the Membership Forum. The Forum will also be supported by the Institute's Head of Member and Partnership Engagement, or their delegated nominee.

¹ The requirement to be a Member of the Institute may be waived by the Nominations Forum where the Young Banker of the Year winner and/or other Young Bankers are not members of the Institute.

7. Attendance and Frequency of Meetings

- 7.1 The Membership Forum shall meet in person at least two times per year. Each meeting shall be for one half-day, to facilitate discussion and debate. It is expected that, given the nature of the meetings, members will attend meetings in person.
- 7.2 ~~It is anticipated that one Membership Forum meeting each year should, when possible, coincide with the Board of Trustee's annual Strategy Session.~~
- 7.3 The Forum may transact business of a regular nature via teleconference or e-mail as required.

8. Quorum

- 8.1. The quorum necessary for the transaction of business shall be twelve Forum members present in person ~~or by simultaneous telecommunications link~~. A duly convened meeting of the Membership Forum at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Forum.

9. Minutes and Summaries of Meetings

- 9.1. The Secretary shall minute the proceedings and resolutions of all Membership Forum meetings, including the names of those present and in attendance.
- 9.2. Draft minutes of Membership Forum meetings shall be circulated promptly to all Forum members. Once approved by the Chair, minutes will be circulated to the Board of Trustees.
- 9.3. Summaries of Membership Forum meetings will be made available to Institute members via the Institute's communication channels such as Chartered Banker magazine and the Institute's website.

10. Authority

- 10.1 The Membership Forum is authorised to seek any information it requires from any employee of the Institute in order to perform its duties. Requests for information should be made through the Chair.

11. Expenses

- 11.1 As an educational charity, the Institute will cover expenses for reasonable travel within the UK only, in accordance with the Travel and Expenses Policy. All efforts will be made to help members who cannot attend meetings in person to contribute remotely in advance of or for part of meetings.