

# Royal Pharmaceutical Society

## Membership Committee Terms of Reference

### 1. Purpose

The Membership Committee will provide staff with support implementing membership policy, the development of policy for the functions of the Committee, the review of non-standard membership applications, administer the Conduct Scheme, including assessing the validity of complaints, hear appeals and prescribe appropriate and proportionate resolutions in accordance with the Laws of The Society.

The Committee will also act as an auditor of membership policy.

### 2. Mandate

#### The Membership Committee will;

- Examine non-standard applications and existing memberships and decide on the eligibility and suitability for membership or continued membership
- Review, when appropriate, issues arising from membership applications which may constitute “special circumstances” and make recommendations
- As part of its function oversee a disciplinary process as set out in the Conduct Scheme where necessary and deliver an appeals process as required.
- Advise the Assembly and staff, as required, on membership policy and its development and implementation
- Provide an annual report to the Assembly on the activities of the Membership Committee
- Review its Terms of Reference on an annual basis as a minimum

### 3. Membership

The Committee shall consist of a Chair, Vice Chair and eight other members appointed by the Appointments Committee and reported to the Assembly of which, one will be a Fellow of the Society. The remaining members will be members of the Society but will not include members of the Assembly of the Society. The Committee should broadly be representative of the profession.

Members normally sit on the Committee for up to two terms of three consecutive years. The Committee should engage in a recruitment campaign to replace exiting members.

### 4. Meetings

The Committee will normally not meet in person apart from dealing with matters of a particularly difficult nature but shall at least meet either in person or virtually once per year. A quorum shall include at least five members.