

## Board Membership Accreditation Committee | Terms of Reference

### 1. Purpose

The Board Membership Accreditation Committee (MAC) has an advisory role to the Board on all matters related to the National Chapter Accreditation Process. Its composition, scope of work, role, and responsibility are regulated by and detailed in the [Membership Accreditation Policy](#) approved by the AMM in November 2022.

### 2. Composition

The MAC is composed of two members of the Board of Directors, appointed by the Board (one of whom shall serve as Chairperson), and three representatives of the Membership Meeting (who are not members of the Board of Directors), as elected by the Membership Meeting for three-year terms. No MAC member elected by the Membership Meeting can serve more than two terms in the MAC. Eligible for election as representatives of the Membership Meeting are Official Chapter Representatives.

In case the Membership Meeting did not elect a sufficient number of representatives, the Board will appoint another Board member to fill the position until the election of the new member representative.

### 3. Scope of work

The MAC is responsible for the National Chapters' accreditation or re-accreditation reviews and prepares recommendations for the Board of Directors of TI on all matters related to the accreditation, regular reviews, suspension, demotion, and dis-accreditation of National Chapters (NCs), and any policy or process related to accreditation or membership status.

### 4. Meetings

The MAC meets monthly at a minimum except for the month of August. Meetings shall be minuted and the minutes confirmed by the MAC via email. Recommendations to the Board, action points and decisions shall be recorded in the minutes. The MAC has a quorum if at least three of its members are present at the meeting.

### 5. Decision-making

The MAC aspires to make consensus decisions. In cases where it cannot reach consensus, a majority decision takes place. Members holding a minority view may attach a dissenting opinion to the MAC decision. MAC members affiliated with a Chapter under review will be excluded from all deliberations related to this Chapter.

### 6. Role of the Chair

The Chair of the MAC is appointed by the Chair of the Board. The MAC Chair is responsible for:

- Liaising with the Chair of the Board and the TI-S Secretariat
- Approving the agenda of the Committee Meeting
- Chairing discussions and meetings of the MAC
- Informing the MAC members about relevant topics related to Board discussions
- Reporting the activities and outputs of the committee in Board Meetings, the Annual Report of the Board of Directors, the Board townhall and communication, and at the Annual Membership Meeting.