

## Engagement, Membership and Programs Committee Charter

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January 2023

### 1. Introduction

- 1.1. This charter defines the roles, responsibilities, and authorities of the Engagement, Membership and Programs Committee (“the Committee”) of the IAMRA Board (“the Board”).
- 1.2. As outlined in Chapter IX of the [Bylaws](#), the Board may establish committees and working groups reporting directly to the Board to give effect to the purpose and strategic directions of IAMRA. Where any section or aspect of this charter does not fit with the provisions of the Bylaws, the Bylaws shall prevail.
- 1.3. The [Board Charter](#) describes the general structure, purpose, and function of Board committees.

### 2. Purpose and functions

- 2.1. The Committee will develop a framework for our strategic programs of work under the themes of “High quality services to members/partners” and Effective engagement” of the [IAMRA Strategy 2023-2026](#), including a structured approach to each area. Through this framework, it will provide ongoing advice and recommendations to the Board on:
  - communications, engagement, and relationships with the IAMRA membership, and
  - provision of information, programs, and events for the IAMRA membership,
- 2.2. The Committee’s work program will include, but not be limited to, the following objectives and activities of the IAMRA Strategic Plan:
  - undertake a stakeholder mapping assessment and develop an engagement plan for IAMRA (Objective B1: Strong stakeholder relationships and partnerships),
  - provide recommendations for the development of IAMRA events, including the 2024 one-day symposium and 2025 Conference in Dublin, Ireland, as well as the annual webinar program (Objective A2: Priority driven programs),
  - develop a plan for the delivery of IAMRA presentations, booths, and focus groups with regional members and partners, and contribute to the planning of other regional events with regional members, partners, and related organizations (Objective B2: Strengthened regional profile),
  - develop a plan for IAMRA to achieve partner status with the World Health Organization, including facilitating the execution and implementation of the Memorandum of Understanding (Objective B1: Strong stakeholder relationships and partnerships), and
  - provide ongoing advice and guidance for the review and development of the IAMRA website and IAMRA LinkedIn company page (Objective A1: Enhanced information sharing).

### 3. Membership

- 3.1. Up to 8 members are appointed by the Board for a two-year term following an expression of interest process. Members may be re-appointed for two additional two-year terms.
- 3.2. The Committee Chair and Deputy Chair are appointed by the Board and must be a Board member.
- 3.3. The Board will consider the appropriate range and mix of background, skills, and experience of members necessary to enable the Committee to fulfil its functions. This includes ensuring that the membership reflects the diversity of IAMRA’s membership categories and regions.
- 3.4. The Board recognizes the following competencies as important for the success of the Committee:
  - A sound understanding of the purpose of IAMRA and its current strategic directions,
  - Demonstrated experience in leading functions or key services for medical and/or health practitioner regulatory entities,

- Significant experience or knowledge of event and program management, including via digital and virtual platforms, relevant to the current and future needs of IAMRA, and
- Significant experience or knowledge of stakeholder communications and engagement, including via digital and virtual platforms, relevant to the current and future needs of IAMRA.

3.5. The Board can fill a casual vacancy on the Committee by direct appointment for the duration of the unexpired term.

3.6. The IAMRA Executive Director (ED) is an ex officio member of the Committee.

3.7. Administrative support, including preparation of meeting papers and minutes, is provided by the IAMRA Secretariat.

#### 4. The responsibilities of members

4.1. The responsibilities of the Committee Chair and members are outlined below:

Role	Responsibilities
Chair	<ul style="list-style-type: none"> <li>• Carry out such functions and duties as may be necessary for the efficient functioning of the Committee and in accordance with the Bylaws, Board Charter and the policies and decisions of IAMRA.</li> <li>• Lead all MPC meetings and the delivery of its functions.</li> <li>• Act as the principal point of communication between the MPC and the Board.</li> </ul>
Deputy Chair	<ul style="list-style-type: none"> <li>• Support the Chair in the above responsibilities</li> <li>• Perform the duties of the Chair at the Chair's request</li> <li>• In the absence or recusal of the Chair, carry out the responsibilities of the Chair</li> </ul>
Members	<ul style="list-style-type: none"> <li>• Comply with all relevant governance policies as determined by the Board and published on the IAMRA website, including the <a href="#">Code of Conduct</a> and <a href="#">Conflict of Interest Policy</a></li> <li>• Support the purpose of IAMRA and the Committee</li> <li>• Bring a broad, international perspective to specific issues</li> <li>• Have the commitment necessary to fulfill the responsibilities of the role; and</li> <li>• Demonstrate personal integrity and dedication to advancing IAMRA.</li> </ul>

5.2 All Committee members are expected to:

- Contribute to discussions at all scheduled MPC meetings,
- Work, as required, on any Committee projects or activities between meetings and report to the Committee on the progress of those projects or activities at each meeting, and
- Meet in person at the biennial IAMRA conference following the Members General Assembly (MGA). (NOTE: If a member is not able to attend in person, they can participate via videoconference).

#### 5. Meeting procedures

5.1. Committee meetings will be held via videoconference at least every two months, according to an annually determined calendar.

5.2. A quorum for each meeting is a majority (one more than one half) of its members.

5.3. The Chair, working with the Secretariat, will normally set the agenda for each meeting, using the actions arising from the previous meeting and the meeting calendar as a basis.

5.4. Final agenda and supporting papers will be distributed to members prior to each meeting in sufficient time to enable members to read them properly in preparation for the meeting.

5.5. Draft minutes of each meeting are prepared by the Secretariat for review by the Chair and then circulated to all members as soon as practicable, but no later than seven working days following the meeting.

- 5.6. The Chair will present the minutes and provide a verbal report to the Board after each meeting of key recommendations and discussions of the Committee.
- 5.7. If a member, ED, or a member of the Secretariat has a material personal interest in a matter that is being considered at a meeting, they must declare the interest which will be managed in accordance with the [Conflict of Interest Policy](#).
- 5.8. All interest declarations must be reviewed and updated on an annual basis.

## 6. Relationship between the Committee and the Board

- 6.1. The Committee is accountable to the IAMRA Board for the outcomes of its work and, where appropriate, makes recommendations to the Board, where decisions are required.
- 6.2. The Board will ensure that the Committee is provided with the necessary direction and support to deliver its functions. This includes access to appropriate resources (e.g.: opinions of senior staff and, where necessary, independent advice).
- 6.3. The Board may make requests of the Committee, as required, to best achieve IAMRA's strategic objectives.
- 6.4. The Committee provides an annual written report for the Board, which is also presented at the MGA.

## 7. Review

- 7.1. At least annually, the Board will review this charter and will make any approved changes.

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