

The EALTA¹ Membership Committee and its Chair

The Membership Committee is a committee according to section 16 *Delegation by charity trustees* of the CIO constitution.

Composition

The Membership Committee will consist of a Chair and normally three members. The Chair will be the Trustee who was elected Chair of the Membership Committee at the Annual General Meeting. The members will be proposed for the post by the Chair and approved by the Executive Committee; they will be residents of at least two different countries. Each Member of the Membership Committee serves a term of two years. Each Member can be appointed to serve on the Membership Committee for no more than two consecutive terms in the same capacity. The Members can decide to resign from their service on the committee before their term expiration. In such case, the Members must notify the Chair at least 30 calendar days before their resignation date.

Chair of the EALTA Membership Committee

The Chair of the Membership Committee ... shall serve a three-year term of office and may serve no more than two successive terms in the same capacity. (CIO Constitution, section 12.5.4).

The Chair of the EALTA Membership Committee is a Trustee of EALTA and member of the Executive Committee. The main responsibilities of the Chair are as follows:

- Communicating with potential and current applicants for individual, associate, expert, and institutional membership: responding to emails about EALTA membership; sending application instructions to interested candidates for membership; and responding to candidate inquires.
- Receiving and processing of Institutional and Affiliated sister association membership applications: receiving application forms; coordinating the evaluation of membership applications with the Membership Committee; reporting the evaluation results to the candidate; sending invoices to new members; entering new members in the database; ensuring that the information regarding new expert and institutional members' information is posted on the EALTA website.
- Preparing reports: keeping correspondence records; keeping evaluation records; and preparing and presenting annual reports on the work of the Membership Committee at the Annual General Meeting.

¹ EALTA - the European Association for Language Testing and Assessment is a Charitable Incorporated Organisation (CIO), registered in England, charity number 1198137

- Bringing the acts and proceedings of the committee to the attention of the Executive Committee.

Members of the EALTA Membership Committee

The main responsibilities of the Members of the EALTA Membership Committee are as follows:

- Evaluating applications for institutional and expert EALTA membership: submitting their evaluations to the Chair within one month after receiving the completed application. If the Committee Members cannot complete the evaluation within the period of one month, they must notify the Chair.
- Communicating among all Membership Committee members: maintaining communication with the Chair and the other Committee Members regarding the work of the Committee and responding to emails and contribution to discussions regarding membership decisions.

25 May 2022