



Terms of Reference:

Standing Committee on Registration and Membership

Name	Standing Committee on Registration and Membership (SCRAM)
Role and Purpose	<p>The primary role and purpose of SCRAM is to establish and maintain robust congress registration and membership management systems and report to the Board on:</p> <ul style="list-style-type: none"> • The implementation of the registration and proposal submission and review management system (Conftool) for future events • Membership statistics and communications through the membership management (MembershipWorks) system • Any policy or expenditure decisions above 3000 Euros (not more than AUD5,000) (or to the Executive Committee if the matter is urgent) • Recommendations for improving membership management and website management functions • Recommendations for online platforms and capacities required to run virtual events
Objectives	<p>The objectives of SCRAM include:</p> <ol style="list-style-type: none"> 1. Investigate online platforms, identify selection criteria and make a recommendation to the board regarding an online platform to run virtual events 2. Configure and manage membership, registration and proposal/program systems specifically designed for membership and conference registration 3. Monitor issues with conference and event registration and provide recommendations for improvement 4. Enter into contracts with Conftool and configure the registration and proposal submission systems for current and future events 5. Manage the membership system (MembershipWorks) 6. Configure MembershipWorks to provide secondary admin access for network coordinators; orient coordinators and support transition to using the platform to manage and communicate with network members 7. Make membership and conference payments separate transactions, and ensure that congress registration is a precondition to registering for congress events 8. Reduce the number of payment options in the system (e.g. allow credit card or Paypal for individuals and group invoices for large groups from the host country; discontinue individual bank transfers) 9. Ensure system capacity to generate registration reports, link registration and proposal review systems, monitor registrations of approved speakers 10. Recommend new membership, network and/or SIG fees that contribute more to operating costs and are more in line with

	<p>comparable organizations (including process to manage merchant fees)</p> <ol style="list-style-type: none"> 11. Review and improve membership benefits 12. Recommend privacy policy and settings to ensure the protection of personal information of ICSEI members and event participants 13. Identify strategies to increase membership based on membership statistics and renewal patterns
Authority and Delegation	<p>The Committee may not make policy decisions or incur expenditure outside Budget, without approval by the Board (or the Executive Committee if the matter is urgent) unless these matters have been previously specifically delegated to the Committee.</p> <p>Any Board delegations to the Committee are subject to their being exercised in accordance with:</p> <ul style="list-style-type: none"> • The Constitution • ICSEI policies, including the Code of Conduct and the Ethical Statement • The Budget approved by the Board • Any requirements on reporting and making recommendations to the Board <p>SCRAM has full Board delegated responsibility for:</p> <ul style="list-style-type: none"> • Seeking quotes for conference management and registration platforms • Contracting with Conftool for managing registration, proposal submission and review for Morocco 2020 • Seeking quotes for membership management and website management platforms/services <p>Subject to the requirements on reporting and making recommendations to the Board.</p>
Reporting lines	SCRAM is appointed by and reports to the Board of ICSEI
Membership	<p>Minimum 2 Board members</p> <p>In attendance: Executive Director</p>
Secretariat	Executive Director
Terms of Office	<p>12 months from ICSEI Congress or from date of appointment until following ICSEI Congress.</p> <p>Board membership is reviewed at the Board meeting at the ICSEI Congress.</p>
Quorum	2 Members
Meetings per year	Minimum 4 meetings
Current membership (updated 26 May 2020)	<p>Chair: Pierre Tulowitzki</p> <p>Member: Danette Parsley</p> <p>Member: Kristin Vanlommel</p>

These Terms of Reference were approved by the Board of ICSEI on 26 May 2020.

