



# Membership Committee Terms of Reference

## **Background**

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for physicians who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

## **Purpose**

The Membership Committee advises on and supports delivery of FPM's membership offer, with a mandate to make membership of FPM more visible, more attractive and more accessible. On behalf of the Board of Trustees its work includes considering, reaching decisions on and confirming applications for membership; advising on routes to and criteria for membership; and keeping a watching brief on member value proposition and membership benefits. The Committee liaises with the Fellowship & Awards Committee where required, and reports to the Board of Trustees.

## **Principal responsibilities and outputs**

The principal responsibilities of the Committee are to:

- Consider and approve applications for Membership, Associateship and Affiliateship of FPM on behalf of the Board of Trustees
- Support the professional welfare of FPM members
- Oversee the development of member networks and member networking events
- Oversee the guidance and support provided to doctors considering a career in pharmaceutical medicine
- Monitor the development of the specialty of pharmaceutical medicine and advise on the implications for FPM and its work
- Consider potential strategies and opportunities for increasing membership
- Consider the need for new membership categories and re-evaluate the entitlements and privileges of current membership categories
- When required, make proposals to the Board regarding the rules governing membership
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct
- Report annually to the Board of Trustees on the activities of the Committee and bring to the Board's attention matters requiring the Board's approval

**Membership of the Committee**

Membership of the Committee will be drawn from the current list of FPM Fellows, Members, Associates or Affiliates in good standing, supported by the Events and Membership Engagement Manager and senior staff. The Committee Chair will be the current Registrar of FPM.

Meetings of the Committee will be considered to be quorate if 50% of members are in attendance.

**Meeting frequency and location**

The Committee will meet virtually four times a year, and each meeting will normally last approx. 90 minutes. Committee members and staff will also provide additional input on specific matters between meetings as required.

**Reporting and authority**

The Membership Committee will report to the Board of Trustees via the Committee Chair.

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