
Terms of Reference (TOR)
Membership Affairs Committee
Institute of Chartered Accountants of Pakistan

Introduction

1. The Membership Affairs Committee (the Committee) is established as a Committee of the Council of the Institute of Chartered Accountants of Pakistan (Institute) to undertake matters relating to membership affairs on the terms set out below.

Role of the Committee

2. The Committee is responsible for overseeing the development and implementation of policies, actions and the operational plan in the area of Institute member services, for approval by the Council.

3. The Committee shall broadly deal with the following matters:

- a) recommending to the Council, policies on matters relating or ancillary to general membership and practicing members of the Institute;
- b) making recommendations to the Council in respect of partnership disputes reported to the Institute.
- c) providing guidelines on operational issues of members;
- d) recommending to the Council, the Institute's strategy for services to the members and ensuring its implementation thereof;
- e) recommending to the Council, as part of the budget preparation process, the priorities and the overall level of resources required by the Committee for its activities;
- f) monitoring that appropriate targeted services are delivered to all relevant segments of the membership;
- g) developing and recommending for approval of the Council, performance criteria and performance measures for member services activities;
- h) conducting members satisfaction surveys;
- i) liaise with the IT Steering Committee on the communications channels;
- j) provide feedback to the Council on the matters of members interest;
- k) providing oversight to Practice Review program, as per Practice Review Framework in the manner given below:
 - carry out a program of Practice Review and appoint reviewers for that program in accordance with the CA Ordinance, Bye-laws and Practice Review Framework;

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- consider and adopt the report of the Director Practice Review and approve actions as per the Practice Review Framework;
 - retain the services of any individual on a fee basis or otherwise and to authorize any such individual to perform Practice Review under the Framework and submit its report to the Director Practice Review;
 - prepare and make available to the Council, the annual report summarizing the performance of the Committee and the results of the Practice Review program. The annual report shall be published by the Council for guidance and information of members; and
 - perform all other acts necessary and ancillary to its powers.

l) Any other related matters.

Membership and Attendance

1. The Committee shall comprise of following members:
 - i. Four Council members, two from each region,
 - ii. Chairman of Overseas Co-ordination Committee (OCC);
 - iii. Chairman of one overseas chapter, on rotation basis to be appointed by the Council
 - iv. COO/Secretary of the Institute, being ex-officio member of the Committee.
2. The membership of the Chairman of the Overseas Chapters shall be rotated on yearly basis.
3. The Chairman of the Committee shall be the member of the Council to be nominated by the Council.
4. The term of the Committee shall be of two years; however, the term of the first Committee will expire with the tenure of the current Council.
5. The COO/ Secretary in consultation with the Chairman may appoint any suitable person amongst the staff of the Institute as Secretary to the Committee.
6. The quorum for a meeting of the Committee shall be a majority of its members, with atleast one member from each Region.

Committee to Work in Benches

1. For the purposes of Practice Review program only, conducted under the Practice Review Framework, the Committee shall work in benches, i.e. one in each region comprising of council members of the Committee from that region and one another member, appointed by the Committee.
2. The bench formed under paragraph 1 above would elect its own Chairman amongst its members.
3. The quorum for each bench shall be a majority of the members. In the absence of the Chairman, the remaining members may decide the person to Chair the meeting.
4. Each bench shall report to the Chairman of the Committee.

Meetings

1. The Committee shall meet as frequently as may be required, but at least bi-monthly.
2. The Chairman shall approve the agenda for each Committee meeting.
3. The Agenda and working papers shall be circulated to members at least within seven working days before the meeting.
4. Minutes along with action plan will be circulated within fifteen working days after the date of the meeting.
5. The Committee may also conduct business between meetings by electronic or non-electronic correspondence.
6. The meetings of the Committee shall be conducted via Video Conference because of the geographical spread of members. In the event if travelling is necessary, then permission will be sought from the President/ Office Bearers.