



# MEMBERSHIP ASSURANCE COMMITTEE

Terms of Reference

Release date: August 2026

# Contents

|                                                 |           |
|-------------------------------------------------|-----------|
| <b>Introduction .....</b>                       | <b>3</b>  |
| <b>Purpose .....</b>                            | <b>3</b>  |
| <b>Scope .....</b>                              | <b>3</b>  |
| <b>Delegation Framework.....</b>                | <b>4</b>  |
| <b>Role and Responsibilities.....</b>           | <b>5</b>  |
| <b>Membership.....</b>                          | <b>8</b>  |
| <b>Tenure and Elapse .....</b>                  | <b>9</b>  |
| <b>Quorum .....</b>                             | <b>9</b>  |
| <b>Meetings .....</b>                           | <b>9</b>  |
| <b>Additional Information .....</b>             | <b>10</b> |
| <b>Relationship with other committees .....</b> | <b>11</b> |
| <b>Review .....</b>                             | <b>12</b> |

## **Published by:**

The Chartered Institute for the  
Management of Sport and Physical Activity  
Incorporated by Royal Charter  
Charity Registration Number: 1144545  
[www.cimspa.co.uk](http://www.cimspa.co.uk)

© The Chartered Institute for the Management of Sport and Physical Activity



FUNDED PARTNER

# Introduction

In accordance with Statute 20 of the Royal Charter and Statutes of the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), the Board of Trustees has established a Membership Assurance Committee to support the Board in the governance and oversight of membership and professional standards matters. The Board retains ultimate accountability for all membership matters but may delegate authority to the Membership Assurance Committee and the Executive in accordance with these Terms of Reference.

## Purpose

The Membership Assurance Committee is a committee of the Board of Trustees responsible for providing independent oversight, scrutiny, challenge and assurance regarding the operation of CIMSPA's membership framework, professional standards and professional status arrangements.

The Committee provides assurance to the Board that CIMSPA's delegated membership responsibilities are being discharged effectively, consistently, fairly and in accordance with:

- The Royal Charter and Statutes.
- Board-approved regulations and policies.
- CIMSPA's strategic objectives.
- The interests of members and the wider profession.

The Committee is not responsible for the day-to-day operation of membership services or membership administration, which are delegated to the Executive.

These Terms of Reference are approved by the CIMSPA Board of Trustees, which delegates authority to the Membership Assurance Committee to discharge the responsibilities set out herein. The Membership Assurance Committee has no executive powers other than those specifically delegated in these Terms of Reference.

## Scope

The scope of the Membership Assurance Committee includes:

- Membership framework and regulations.
- Membership admission, eligibility and progression arrangements.
- Professional standards and professional status implementation.
- Continuing Professional Development (CPD) and membership compliance.

- Chartered Status governance and quality assurance.
- Membership growth, engagement and retention.
- Membership fees and accessibility considerations.
- Membership data, reporting and register integrity.
- Membership-related conduct and disciplinary assurance.
- Member insight, engagement and representation.

In discharging its responsibilities, the Committee will:

- Act with honesty, integrity, fairness and professionalism.
- Promote and protect the best interests, reputation and charitable objectives of the Chartered Institute.

## Delegation Framework

### Responsibilities Retained by the Board

The Board retains ultimate responsibility and decision-making authority for:

- The membership framework and governance model.
- Membership categories and classes.
- Membership regulations.
- Professional standards.
- The Code of Conduct.
- Membership fee structures.
- Approval of new membership categories.
- Approval of new professional statuses.
- Approval of material changes to membership policy.
- Compliance with the Charter and Statutes.
- Protection of the Chartered Institute's reputation and charitable objectives.

The Board may delegate authority but retains accountability for all membership matters.

### Responsibilities Delegated to the Membership Assurance Committee

The Board delegates authority to the Membership Assurance Committee to:

- Review the effectiveness of the membership framework.
- Review and recommend amendments to membership regulations.
- Monitor the consistent application of membership requirements.
- Provide assurance regarding compliance with CPD and professional standards requirements.
- Oversee quality assurance arrangements relating to Chartered Status.
- Monitor membership growth, engagement and retention.
- Review membership performance data and trends.
- Review the operation of membership-related policies and procedures.

- Advise the Board on matters relating to membership governance.
- Escalate significant membership-related risks to the Board.
- Exercise such additional delegated powers as may be approved by the Board from time to time.

The Committee's role is primarily one of oversight, assurance and recommendation.

### **Responsibilities Delegated to the Executive**

The Board delegates responsibility for operational delivery to the Executive, including:

- Membership administration.
- Membership admissions processing.
- Membership upgrades and transfers.
- Membership renewals.
- Membership record maintenance.
- Collection of subscriptions and fees.
- Membership recruitment and retention activity.
- Delivery of member services.
- Administration of Chartered Status applications.
- Assessment and verification processes.
- Operation of CPD monitoring processes.
- Performance reporting and management information.
- Day-to-day implementation of Board-approved membership regulations and policies.

The Executive shall provide regular reports to the Membership Assurance Committee to enable effective oversight and assurance.

## **Role and Responsibilities**

### **Membership Framework and Regulations**

The Committee shall:

- Review the effectiveness of membership categories, classes and progression routes.
- Monitor the ongoing suitability of membership regulations.
- Consider emerging trends and developments that may impact membership structures.
- Recommend changes to membership frameworks where appropriate.
- Provide assurance that membership arrangements remain aligned with the Charter and Statutes.

## **Membership Admission, Eligibility and Progression Arrangements**

The Committee shall:

- Receive assurance that membership eligibility criteria are being applied fairly and consistently.
- Monitor trends relating to admissions, upgrades, transfers and membership outcomes.
- Review membership pathways and barriers to entry and progression.
- Consider the effectiveness and inclusivity of membership requirements.

The Committee shall not be responsible for determining individual admission, transfer, renewal or termination decisions except where such review forms part of agreed assurance activity or is specifically requested by the Board.

## **Professional Standards and Professional Status Implementation**

The Committee shall:

- Monitor the implementation of professional standards within membership categories and professional statuses.
- Consider the effectiveness of professional status arrangements.
- Review the impact of professional status on professional recognition and workforce development.
- Provide advice to the Board regarding new or amended professional status proposals.

## **Chartered Status Governance and Quality Assurance**

The Committee shall:

- Oversee quality assurance arrangements relating to Chartered Membership and Chartered Fellowship.
- Receive reports regarding assessment and verification activities.
- Monitor consistency, integrity and effectiveness of the Chartered Status process.
- Review assurance sampling outcomes and improvement actions.
- Provide assurance to the Board regarding the operation of Chartered Status arrangements.

Unless specifically delegated by the Board, decisions to confer Chartered Status shall be exercised in accordance with Board-approved regulations and Executive procedures.

## **Continuing Professional Development and Membership Compliance**

The Committee shall:

- Monitor compliance with CPD requirements.
- Review the effectiveness of policies supporting ongoing professional competence.
- Receive assurance regarding adherence to membership requirements.
- Monitor risks associated with professional standards and member compliance.



## **Membership Growth, Engagement and Retention**

The Committee shall:

- Monitor member acquisition, progression, retention and attrition trends.
- Review membership engagement and satisfaction measures.
- Provide challenge and scrutiny regarding membership performance.
- Consider whether the membership proposition remains relevant, inclusive and valued.
- Provide recommendations to improve member outcomes and engagement.

## **Membership Fees and Accessibility Considerations**

The Committee shall:

- Review the impact of membership fee structures on accessibility and inclusion.
- Consider the effect of pricing decisions on recruitment and retention.
- Provide advice and recommendations to the Board where appropriate.

## **Membership Data, Reporting and Register Integrity**

The Committee shall:

- Receive assurance regarding the accuracy and integrity of membership data.
- Monitor membership trends and performance reporting.
- Review the quality and reliability of information used for decision-making.
- Receive assurance that statutory membership records are being maintained appropriately.

## **Membership-related conduct and disciplinary assurance**

The Committee shall:

- Receive assurance on the operation of membership-related conduct and disciplinary arrangements.
- Review trends and themes arising from disciplinary and appeals activity.
- Monitor the effectiveness of arrangements that support high professional standards.
- Escalate material concerns or risks to the Board.

## **Member Insight, Engagement and Representation**

The Committee shall:

- Receive assurance that member views are actively sought and understood.
- Review member satisfaction, engagement and insight data.
- Monitor participation in member elections, consultations and governance activity.
- Consider whether the membership framework continues to meet the needs of different member groups.
- Ensure that recommendations to the Board appropriately reflect member perspectives as well as organisational priorities.

## Executive Assurance

The Committee shall receive regular reports from the Executive on:

- Membership performance.
- Membership growth and retention.
- Chartered Status activity.
- Membership compliance.
- Key membership risks.
- Member engagement and satisfaction.
- Operational performance against agreed targets.

The Committee may request additional information where required to satisfy itself that delegated responsibilities are being exercised appropriately.

The Membership Assurance Committee is responsible to the Board of Trustees for providing appropriate information, recommendations and assurance on the above to allow the Board to fulfil its responsibilities, including an annual assurance report to the Board regarding membership governance and arrangements.

# Membership

CIMSPA's Board of Trustees aims to ensure that fellow trustees, sub-committee members and CIMSPA's employees are representative of all sections of the society that they serve. CIMSPA welcomes and embraces the different perspectives, backgrounds, and cultures individuals bring to the organisation and is committed to ensuring its operation reflects this, through inclusive practices that positively promote respect, equal opportunities for all and dignity.

The Membership Assurance Committee will consist of:

- A minimum of one and a maximum of three trustees (this is excluding CIMSPA's Board of Trustees' Chair), with one acting as the Membership Assurance Committee Chair, and one (if appointed) acting as the Membership Assurance Committee Vice-Chair. A minimum of one of these trustees will be an Elected Trustee.
- One member of CIMSPA's executive team (this is excluding CIMSPA's CEO) in a non-voting capacity.
- A minimum of three and a maximum of five appointed Committee members that are recruited for their recent and relevant knowledge, skills, behaviours and experience in a range of different fields within and beyond the sport and physical activity sector.

The Committee should collectively possess expertise across membership, governance, professional standards, workforce development, customer experience, data analysis and organisational performance.

Only voting members of the Membership Assurance Committee can participate in agreeing Chartered assessment sampling outcomes

## Tenure and Elapse

CIMSPA's Membership Assurance Committee members are eligible to stand as a Committee member for a term of up to three years. After the first year of the initial term, their position will be reviewed in accordance with the skills matrix, committee composition and committee diversity. At this point, the committee member may continue in their position for a further two years, with annual reviews and CPD governing their tenure to complete their initial three year term. A maximum of three terms of three years may be served, following this format.

Once a committee member has completed their maximum term, at least four years must elapse before they are eligible to re-stand as a member of the Membership Assurance Committee.

Positions held on the Membership Assurance Committee by Board trustees will be managed in accordance with their tenure and elapse for their Board trustee position. However, should an individual step down from their trustee role before they have served the maximum term on the Membership Assurance Committee, the committee may decide to allow them to remain on the committee as an Appointed Committee Member, subject to satisfactory performance and an Appointed Committee Member role being vacant.

## Quorum

The quorum necessary for the transaction of business shall be three voting members.

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed. Where a consensus cannot be agreed, the Chair may request a vote, in which case each voting Committee Member shall have one vote. In the event of an equality of votes, the Chair shall have the casting vote.

## Meetings

The Membership Assurance Committee shall normally meet four times per year, with additional meetings scheduled on a demand-led basis. Meetings will normally be held virtually, but may be face-to-face at an appropriate venue or hybrid if required. In addition to formal meetings, committee members will be required to undertake chartered sampling on a monthly basis (subject to there being chartered applications to sample during that month).

This will be undertaken electronically. Where other recommendations or action are needed by the Membership Assurance Committee more urgently than would be allowed by consideration at the next meeting, the matter will be dealt with by correspondence (usually electronic).

A minimum of 21 days written notice shall be given to every member of each meeting.

Papers for the Membership Assurance Committee meeting will be circulated not less than five working days before each meeting.

The minutes of each Membership Assurance Committee meeting shall be made available to the Committee at the earliest convenience and shall be made available to the Board of Trustees upon request..

The Chair of the Membership Assurance Committee will report to the Board of Trustees following each committee meeting on its duties and responsibilities.

These roles are voluntary, and expenses will be met, should a committee member be unable to find a sponsor to support their attendance.

## Additional Information

In exceptional circumstances the Membership Assurance Committee may co-opt an individual onto the Membership Assurance Committee to ensure that it has the required skills or experience to meet the needs of the sub-committee, the Board and the wider organisation. Co-opted committee members will still be required to undergo an interview process prior to appointment.

If the Chair of the Membership Assurance Committee is unable to attend or is not present at the start of a meeting, the meeting shall elect a Chair from the remaining members for the duration of the meeting.

Only members of the Membership Assurance Committee have the right to attend committee meetings. However, CIMSPA executive team members may be invited to attend meetings of the committee on a regular basis and other non-members may be invited with the approval of the Chair to attend all or part of any meeting as and when appropriate and necessary.

Outside of the formal meeting programme, the Membership Assurance Committee Chair will maintain a dialogue with key individuals involved in the company's governance and professional services, including the Chair of the Board of Trustees, the CEO, and the Deputy CEO.

CIMSPA's staff team will provide secretariat to the Membership Assurance Committee meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the board. The Chair of the Membership Assurance

Committee will review draft documents and approve for circulation to Membership Assurance Committee members and public facing copies (where applicable).

The Membership Assurance Committee shall:

- Have access to sufficient resources in order to carry out its duties, including access to a secretariat for assistance as required.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- Give due consideration to laws and regulations, CIMSPA's Charter and Statutes, Board of Trustees Terms of Reference, Board Members' Code of Conduct and any other applicable rules as appropriate.
- Arrange for periodic reviews of its own performance, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

## Relationship with other committees

### **UK Workforce Professional Development Board**

The UK Workforce Professional Development Board is responsible for the development, review and recommendation of professional standards.

The Membership Assurance Committee is responsible for overseeing the implementation of those standards within CIMSPA's membership framework, professional status arrangements and membership governance processes.

Both bodies shall work collaboratively and provide appropriate assurance and recommendations to the Board within their respective remits.

### **Audit, Finance and Risk Committee**

The Membership Assurance Committee shall work collaboratively with the Audit, Finance and Risk Committee to ensure that significant membership-related risks, control weaknesses, compliance concerns and financial impacts are appropriately identified, managed and reported.

The Membership Assurance Committee shall provide assurance to the Audit, Finance and Risk Committee on matters relating to membership governance, professional standards and member-related risk where requested.

Matters deemed material to the organisation's financial sustainability, risk profile or reputation shall be escalated promptly to the Audit, Finance and Risk Committee and the Board of Trustees.

The Audit, Finance and Risk Committee may commission assurance activity relating to membership operations and may seek reports or updates from the Membership Assurance Committee where membership matters present a significant strategic, financial or reputational risk.

## Review

The Membership Assurance Committee Terms of Reference will be reviewed by the Board of Trustees in August 2028 unless changes in policy, governance or other circumstances require a review prior to this date. They will then be reviewed biennially in accordance with the Board of Trustees' annual plan.



**E** [info@cimspa.co.uk](mailto:info@cimspa.co.uk)

**T** 03438 360200

**Chartered Institute for the Management  
of Sport and Physical Activity,**  
SportPark,  
Loughborough University,  
3 Oakwood Drive,  
Loughborough,  
Leics. LE11 3QF

**[cimspa.co.uk](http://cimspa.co.uk)**

Incorporated by Royal Charter.  
Charity Registration Number: 1144545.