

I. Responsibilities of the Chair of the Membership Committee

The Chair of the Membership Committee is responsible for the following activities:

1. Communication with potential and current applicants for individual, associate, expert, and institutional membership--this includes responding to emails about EALTA membership; sending application instructions to interested candidates for membership; and responding to candidate inquires.
2. Reception and processing of membership applications--this includes receiving application forms, coordinating the evaluation of membership applications with the Membership Committee; and reporting the evaluation results to the candidate.
3. Report preparation--this includes keeping correspondence records; keeping evaluation records; and preparing and presenting annual reports on the work of the Membership Committee at the Annual General Meeting (AGM).

II. Responsibilities of the Members of the Membership Committee

The Members of the Membership Committee are responsible for the following activities:

1. Evaluation of applications for institutional and expert EALTA membership. The Members must submit 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.
2. Communication among all Membership Committee members. The Committee members must maintain communication with the Chair and the other Committee Members regarding the work of the Committee. This includes timely response to emails and contribution to discussions regarding membership decision.