

INSTITUTE OF CHARTERED ACCOUNTANTS OF THE CARIBBEAN MEMBERSHIP COMMITTEE

Background:

The Membership Committee of the ICAC was established with a mandate to “*promote an institutional framework for the participation by individual accountants under the umbrella of regional institutes, ensuring the harmonisation of entry requirements as well as rules of professional conduct among member institutes and to assist in broadening the membership base of the ICAC*”.

Following the amendment of the ICAC’s Membership Criteria in February 2014 to ensure that it is aligned with the membership criteria of the International Federation of Accountants (IFAC) and in keeping with the ICAC’s mandate as a recognised Acknowledged Accountancy Grouping of IFAC, the following is being proposed as the revised Terms of Reference and Objectives of the ICAC Membership Committee.

Revised Terms Of Reference:

1. Main Objectives

The main objectives of the **Membership Committee** are to:

- a. Assist with broadening the membership of the ICAC by:
 - i. Identifying new and existing professional accountancy organisations within the Caribbean region that are not represented within the ICAC grouping and encouraging these bodies to join the ICAC membership and become a part of the regional grouping;
 - ii. Assisting with the development of accountancy organisations within the Caribbean region that do not meet the requirements for membership;
 - iii. Periodically review benefits of membership and ensuring that services to members are amended in accordance with shifting demands of members.

- b. Ensure the harmonisation of entry requirements for membership as well as rules of professional conduct among ICAC member bodies (national accountancy institutes);
- c. Assist IFAC in communicating with member bodies within the ICAC grouping and to encourage/facilitate member bodies in fulfilling the requirements of IFAC’s Statements of Membership Obligations (SMOs) and maintaining compliance with the SMOs;
- d. Proactively assist with and support the ongoing development of its member bodies (national accountancy institutes) within the Caribbean region;
- e. Encourage opportunities for collaboration and the sharing of resources and ideas, technical expertise, and best practices among ICAC member bodies (national accountancy institutes);
- f. Promote opportunities for members of the accountancy profession in the region to participate for mutual and fraternal benefit;

2. *Committee Structure*

In an effort to ensure broad-based representation, the Committee comprises one nominated representative from each ICAC member body (regional accountancy institute). The Chair of the Committee is appointed by the ICAC President and approved by the ICAC Board on an annual basis.

MEMBERSHIP COMMITTEE	
<i>Territory</i>	<i>Member Body Representative</i>
Barbados	Lisa Padmore (Chair)
Bahamas	Diveane Bowe
Belize	Elmer Murray
Eastern Caribbean	Pending
Guyana	Pramila Persaud
Jamaica	Pending
Trinidad	Derek Mohammed
Suriname	Michael Lutchman

3. *Meetings*

The Committee will meet at least three times per year during the ICAC administrative year (to coincide with the schedule of the ICAC Board meetings). However, if there are substantive matters to be discussed, additional or alternative meetings may be called as required.

Meetings of the Committee will be done primarily via teleconference.

E-mails may be used for disseminating information and decision-making by simple majority prior to the scheduled committee meetings. However, if there are substantive matters to be discussed, additional or alternative meetings may be called as required.

Three (3) committee members shall constitute a quorum, one of whom must be the Committee Chair or his/her designate. However, each member institute should seek to provide an alternate in the event of the unavailability of its designated representative.

4. *Reporting Procedures*

The Membership Committee shall be responsible for reviewing and considering applications for membership within the ICAC. Following its review and assessment, the Committee shall submit its recommendation to the ICAC Board for consideration and approval.

Prior to each meeting of the ICAC Board, the Membership Committee Chair shall submit to the President and the Board a report detailing the activities of the Committee since its last report. Such report will contain recommendations as necessary. Other reports and recommendations may be provided as considered necessary.

5. *Minutes*

The recording of the minutes of each meeting of the Committee shall be the responsibility of the ICAC Secretariat.