



# IAA Associate Membership Policy

## Executive Summary

This policy intends to change the way the IAA interacts with its associate members (AMAs). The current approach consisting mostly of having an open-door policy framed around compliance with rules and regulations has not generated the desired outcomes. Many AMAs are disengaged, and considerable efforts need to be invested in securing basic membership elements such as the membership confirmation form and membership dues payment.

The IAA must now seize the opportunity to adapt and change our approach to a more nurturing and mutually benefiting approach based on clearly established and tailored support for each AMA within the framework of a termed membership approach.

This new approach will allow to optimize the Secretariat's resources and to elevate our support for the development of the profession for all AMAs whether they are actively working towards Full Membership Status, or not. This will allow AMAs to tap into IAA resources in a coordinated way in a win-win approach.

The intent is to significantly increase engagement from the AMAs who wish to be part of the IAA, and for those who continue to remain disengaged, then their membership will not be renewed after a 3-year period. Lapsed members will have the opportunity to reapply for AMA once they are ready to work with the IAA towards the development of the local profession.

## Administration

The Executive Committee has created this policy to define how AMA renewals will be managed on a 3-year cycle. It is intended that the roll-out of this policy will be done over a 3-year period in order to avoid creating a burden on the Secretariat.

This policy intends to prevent adding administrative details to the Internal Regulations and to outline the timeframes and conditions under which an associate member will be able to renew its membership.

Council delegates power to implement the Associate Membership Policy to the Executive Committee based on the results of the work of the Membership Committee.

## Initial implementation

In order to avoid the administrative burden of starting this process for all AMAs at the same time, it is intended that the roll-out of this policy will be done over a 3-year period with roughly one third of current AMAs being rolled into this new policy every year.

During the initial implementation, selected AMAs will be contacted by the Membership Committee in order to be informed about the new process and to confirm their intent to retain their AMA status and to start working on an initial IAA/AMA triennial plan as detailed in this policy.

Once a triennial plan has been finalized, this will become the basis of the formal membership agreement for the next 3 years. This agreement will be signed by the President of the AMA and the Chair of the IAA Membership Committee.

Should one of the parties desire not to put in place the initial implementation, the associate membership will be revoked effective at the next Council meeting date.

#### IAA/AMA triennial plan

The agreement will be supplemented by an IAA/AMA triennial plan that will be tailored to each AMA. The plan will need to indicate the type of work the associate member is expecting to carry out with the assistance of the IAA in order to ensure a mutually benefiting win-win relationship in support of the development of the local profession.

All plans will be required to ensure a minimum of one yearly formal contact between the leadership of the association and the IAA as well as a written overview of the other activities of the AMA once every 3 years.

#### Membership renewal process

During each 3-year cycle, the Membership Committee will contact associate members whose membership is expiring 6 months before the expiry of the term and will seek their interest to renew their membership within the IAA for another 3 years. During this period, the Membership Committee will assess the associate member's engagement with the IAA and that the mutually agreed upon objectives of the IAA/AMA triennial plan have been met or not.

Should both parties agree to continue the membership engagement, the associate member and the IAA will sign a membership agreement document to extend the associate membership for another 3 years.

Should one of the parties desire not to continue the membership relationship, the associate membership will be revoked effective at the membership expiry date.

#### Notification of Council

The EC shall report to Council on a yearly basis the list of associations renewing their IAA associate membership and those whose membership is being terminated.

#### Associate Membership Reinstatement

Any association, whose membership has been previously terminated, wishing to become an IAA member shall present an associate membership application as detailed in the IAA Internal Regulations and be subject to the initial implementation requirements of this policy.

## Dispensation from Membership Renewal Process

The membership renewal process applies to all AMA members.