

## **RACI Membership Assessment Committee (MAC)**

### **Terms of Reference**

#### **Overview and Scope**

The Membership Assessment Committee (MAC) shall be responsible for Professional Assessment, Qualifications and Membership Affairs.

#### **Terms of Reference**

Responsibilities of the MAC:

- The professional assessment of senior applicants for membership, including FRACI CChem and MRACI CChem and advise the Board on their suitability for admission to the RACI.
- The MAC Chair reports MAC recommendations and assessments to the Board representative who reports back to the Board.
- To advise the Board on the suitability of Australian and overseas degrees and diplomas in chemistry and chemistry related disciplines as qualification for RACI membership, and to review these from time to time.
- To advise the Board on specific aspects of policy in relation to academic and practical qualifications for RACI membership.

#### **Conflict of Interest**

If a MAC member perceives a conflict of interest with an application under assessment, this must be reported to the MAC and a majority decision made to uphold the conflict of interest or not. If the ruling is that a conflict of interest exists, the MAC member must abstain from assessing the application. Conflicts of interest arise when the applicant is in a close relationship with the MAC member in a personal or professional sense.

#### **Meeting Frequency**

The MAC will meet as required when an application has been forwarded to MAC by the National Office. Meetings are usually via email conversations. Completed application assessments are passed on to the MAC Chair. If discussion is required due to discrepancies in scoring or for other reasons, a video or telephone conference should be arranged. At the end of each calendar year, a video conference should be arranged to review the terms of reference and the committee membership. When the membership has been finalized for the calendar year, a video conference should be arranged to introduce new members and to change the terms of reference, if necessary.

#### **Membership**

The MAC members are to be drawn from the pool of FRACI and FRACI CChem.

The MAC must consist of 4 members and a Chair. One of the 5 must be a Board representative, appointed by the Board.

The MAC membership must be diverse in terms of gender, background, and professional sector, such as, but not limited to education, research, government, industry.

If a new MAC member is required, the MAC Chair must call on all FRACI and FRACI CChem for expressions of interest. The MAC will rank the expressions of interest received and propose a shortlist to the Board. New members are to be approved by the Board.

If a new MAC Chair is required, the MAC will propose a new Chair from the current MAC members. It is recommended that a Chair has served for at least 2 years as a MAC member. The MAC Chair is to be approved by the Board.

### **Term length**

The term of MAC membership of the Board appointee must correspond to their term on the Board.

The term of MAC membership is 4 years.

MAC composition must be reviewed towards the end of each calendar year, after the AGM, when the composition of the Board is known for the following year.

The term of the MAC Chair is usually 4 years, after at least 2 years as a MAC member.

### **Monitoring and Review**

The MAC Terms of Reference will be subject to annual review.

Document name	Terms of reference MAC	Version; Date	1; 14 Sept 2020
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Responsible person	MAC Chair	Scheduled review date	November 2021