ACT Alliance – Membership Application Process

1. Expression of Interest

- •Organisation expresses interest in becoming an ACT Alliance member or observer
- •Organisation meets online with ACT regional representative where relevant
- ACT secretariat sends information & application form if applicant meets criteria for membership

2. Application

- •Organisation completes application form & submits it with ALL supporting documentation required to secretariat
- •Secretariat confirms receipt of application

3. Review of Application

- •Secretariat reviews application at different levels & asks for any missing documents
- •Secretariat contacts relevant ACT forum for endorsement (or 2 nearest ACT members in the region if there is no forum)
- Secretariat provides feedback to applicant

4. Recommendation to Board

- •ACT Membership & Nominations Committee (MNC) reviews application
- •MNC meets to discuss application & may request further information if required or decline application if criteria is not met
- •MNC drafts recommendation to ACT Governing Board (GB) if in favour of approval of applicant
- •Secretariat informs applicant of MNC decision

5. Decision

- •At its annual meeting, GB discusses recommendation from MNC
- •GB may request further information if required
- •GB makes decision to approve or decline the application
- •Secretariat informs applicant of GB decision

6. Signing the Membership Agreement

7. Welcome to

the alliance

- •Successful applicant will receive from secretariat a welcome letter, membership agreement to sign & finance sheet to fill in
- Applicant has a maximum of six (6) months to return signed membership agreement to secretariat, otherwise the membership is void
- •ACT membership is activated upon receipt of signed Membership Agreement
- •ACT General Secretary signs membership agreement which is retuned to new member

•Welcome to ACT Alliance!

- ACT communications contacts new member on branding, shares ACT Alliance logo, receives new member's logo & short profile for the ACT website & explains how it works
- •Induction into the life of the Alliance through connection to relevant ACT regional representative(s), forum(s), explaining opportunities for engagement, etc.