ACT Alliance – Member/Observer 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 ACT 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
- If in favour of applicant's membership, MNC recommends applicant to ACT Governing Board (GR)
- •Secretariat informs applicant of MNC decision

5. Decision

- •At one of its bi-annual meetings, GB discusses recommendation from MNC and makes decision to approve or decline the application. It may also pend the application while requesting further information
- •Secretariat informs applicant of GB decision

6. Signing the Membership Agreement

- •Successful applicant receives from Secretariat welcome letter, Membership (or Observer) Agreement to sign & finance sheet to fill
- •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 to use the website
- Induction into the life of the Alliance/opportunities for engagement; Secretariat connects new member to relevant ACT regional representative(s), forum(s) or ACT members from the region

7. Welcome to the alliance