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 & Director of Operations where relevant
- •ACT secretariat sends information & application form if applicant meets criteria for membership

2. Application

- \bullet 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

Recommendation to Board

- •ACT Membership & Nominations Committee (MNC) meets to review application
- •MNC may request further information, decline application or recommend application to the ACT Governing Board (GB)
- •Secretariat informs applicant of MNC decision

- •At one of its bi-annual meetings, GB discusses MNC recommendation
- GB votes to approve or decline the application.
 (In some cases it may pend application requesting MNC seek additional information.)
- 5. Decision
- •Secretariat informs applicant of GB decision

6. Signing the Membership Agreement

- Successful applicant receives welcome letter from secretariat, with a membership agreement to sign & a finance sheet to fill in
- Applicant has a maximum 6 months to return signed membership agreement to secretariat, otherwise the membership is void
- •ACT membership is only activated upon receipt of signed Membership Agreement
- •ACT General Secretary signs membership agreement. The new member receives a copy.

7. Welcome to the alliance

- •Welcome to ACT Alliance!
- •ACT Communications contacts new member (shares ACT Alliance logo, receives new member's logo & short profile for the ACT website, explains how branding and website work)
- •Induction into the life of the Alliance: relevant ACT regional representative & forum coordinator contact new member to explain opportunities for engagement, etc.