ACT Alliance – Membership Application Process

1. Expression of Interest

- Organisation expresses interest in becoming an ACT Alliance member or observer.
- Engagement: Organisation meets only with the ACT Regional Representative and/or the Governance and Membership Coordinator, where relevant.
- Next step: Suggest the organisation apply online via the ACT Alliance Online Application Form.

2. Application

- Organisation fills out the application form in full online.
- Gather documentation: Attach all required supporting documents. Incomplete or missing documentation will delay processing and prevent your application from being finalized.
- Submit: Send everything to the ACT Secretariat.
- Acknowledgment: Secretariat confirms receipt of the application.

3. Review of Application

- Initial review: Secretariat checks the application and requests any missing documents.
- Regional endorsement: Secretariat contacts the relevant ACT forum for endorsement (or two nearest ACT members in the region if no forum exists).
- Secretariat provides consolidated feedback to the applicant on their application's eligibility based on the ACT membership criteria.

4. Recommendation to Board

- If the Governance and Membership Coordinator presents the application, the Membership & Nominations Committee (MNC) reviews the application.
- MNC may: Request further information; Decline the application; or Recommend the application to the Governing Board (GB).
- Notification: Secretariat informs the applicant of the MNC's decision.

5. Decision

- Bi-annual meeting: GB considers the MNC recommendation at one of its scheduled meetings.
- Outcome: GB votes to: Approve the application; Decline the application; or Pend the application pending additional information.
- The Goverance and Membership Coordinator communicates the GB decision to the applicant.

6. Signing the Membership Agreement

- Successful applicants receive a welcome letter, membership agreement.
- Applicant must return the signed agreement within six months, or the offer becomes void.
- **Membership becomes effective only upon receipt of the agreement, duly signed by the applicant and countersigned by the ACT Alliance General Secretary.**

7. Welcome to the alliance

- ACT Communications shares branding guidelines, collects the new member's logo and profile for the website.
- The relevant ACT Regional Representative and Forum Coordinator guide the new member through engagement opportunities.