



NTOI Membership Subcommittee

(Draft overview)

1. The purpose of the Subcommittee is:
 - a. To create a document laying out a compelling reason for becoming a member of NTOI.
 - i. Subtext
 1. Given the existence of similar representative organisations for nutrition professionals in Ireland and the EU, the SC needs to answer to the question – What is the point of joining NTOI?
 2. To review and propose changes to admission guidelines to ensure they are robust enough to satisfy external stakeholders such as insurance companies and any future putative regulators.
 3. To update admission guidelines to account for how we process foreign-qualified applications in a way that satisfies the criteria for acceptance to membership.
 - a. Subtext
 - i. How do we distinguish between suitable and unsuitable applicants? Should we accept Dietitians? Do members need to have FM training? How do we access Post Graduate work experience in the event the original qualification lacks the necessary supervised hours
 - ii. This will require wider discussion with NTOI members and a possible vote on any changes
 - iii. To identify possible feeder streams for new members
 - iv. To provide a liaison / outreach role to students at existing colleges in Ireland with the purposes of promoting the benefits of joining NTOI as a professional organisation.
2. Composition
 - a. As per all subcommittees, the number of non-practising members (including student members) should be limited to a maximum of 1.
 - b. A chairperson of the subcommittee shall be designated by the other members or failing that by the directors. The chairperson will hold a casting vote in the event of policy decision ties.



- c. The sub-committee should strive for diversity in its membership to bring varied perspectives and ideas to membership practices.
 - 3. Responsibilities
 - a. To review existing and develop new membership admission policies to make sure they are fit for the purpose or maintaining a minimum standard of professional competency among the membership which in turn reflects well on the image of the profession.
 - b. To be aware of membership numbers and trends over time for the purposes of alerting the BOD to any significant changes.
 - i. Subtext
 - 1. This involves understanding the reasons why some members choose to leave and being aware of any 'competing' forces attracting members.
 - c. To help the BOD promote a compelling reason for new members to join and existing members to stay.
 - d. To provide outreach content aimed at attracting new college graduates into membership
 - e. To advise the board of directors on SC activities at least quarterly including alerting them to any areas that potentially affect new membership attraction, for example public image, or online controversy.
 - 4. Collaboration and Communication
 - a. The SC should maintain open communication with other NTOI sub-committees, the Board of Directors, and members in order to capture relevant sentiment or feedback on membership issues as they arise.
 - b. All SC members should
 - i. adopt a posture of service to the organisation
 - ii. be prepared and encouraged to speak their mind openly and respectfully
 - 5. Compliance
 - a. Ensure that all membership subcommittee activities comply with NTOI's policies, procedures, and ethical standards.
 - 6. Adoption
 - a. These guidelines shall be adopted upon approval by the NTOI Board of Directors and communicated to the Sub-Committee members and relevant stakeholders
 - b. These guidelines shall take effect immediately upon adoption by the NTOI Board of Directors and shall remain in force until amended or repealed.
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Guidelines for Governance Sub-Committee (1) 03/07/24

1. Purpose
 - a. The role of the Governance Sub-Committee is to review, clarify, and propose changes to any and all NTOI governance policy documents as needed so that:
 - i. The Board Of Directors, whose members change from time to time, can understand how to operate in accordance with NTOI's mission and objectives in a legal and ethical way.
 - ii. The members at large can easily understand the responsibilities of membership.
 - b. The need for such reviews or changes should come from operational problems encountered by Board members, sub-committee members, and members in general and can be driven by changes in organisational priorities or evolving best practices in governance.
 - c. The role includes developing new and overseeing existing policy and procedural documents relating to corporate governance, membership codes of professional practice, disciplinary procedures, the scope of practice for each sub-committee, and data protection.
 - d. The aim is to improve the efficiency and effectiveness of all NTOI operations and decision-making processes.
2. Composition of subcommittee
 - a. The Governance Sub-Committee shall consist of no less than 3 and no more than 5 NTOI members.
 - b. As per all subcommittees, the number of non-practising members (including student members) should be limited to a maximum of 1.
 - c. The sub-committee should strive for diversity in its membership to bring varied perspectives and ideas to governance practices.
 - d. Members should have a background or interest in governance, legal matters, or organisational management.
3. Functioning of subcommittee
 - a. Decisions should be carried by a majority vote



- b. A chairperson, with an additional casting vote in the event of a tie, shall be designated either by agreement of the other members, or in the event of no agreement then by the directors.
4. Responsibilities
 - a. It is the responsibility of the sub-committee to respond to requests from the BOD on an ad-hoc advisory basis in relation to any governance issue.
 - b. The sub-committee has no role in policy enforcement, rather it is deemed to occupy a reactive rather than proactive position.
 - c. The sub-committee should operate in a transparent and accountable way, maintain accurate records of meetings and decisions and update NTOI members on governance initiatives and developments as they happen through newsletters, Bulletins, and Facebook announcements.
 - d. The Sub-committee should meet at least four times per year.
 - e. The chairperson shall ensure that quarterly reports about ongoing projects and progress are sent to the BOD.
5. Adoption
 - a. Any proposed changes to governance policy documents shall require approval by the NTOI Board of Directors and should be communicated to the members and other relevant stakeholders.
6. Effective Date
 - a. The guidelines outlined in this document shall take effect immediately upon adoption by the NTOI Board of Directors and shall remain in force until amended or repealed.
7. Signed: [Name of NTOI Directors]