

**TERMS OF REFERENCE**

**TITLE:** CREDENTIALS COMMITTEE

**STATUS:** A General Meeting committee

**PURPOSE:** To ensure members, staff and guests at the General Meeting are eligible to be in attendance.

**COMPOSITION:** Members named by the Board of Directors.

Ex Officio: Staff as assigned

**MEETINGS:** The Credentials Committee is required to attend the General Meeting.

**AUTHORITY:** To oversee the eligibility process and initiate the Credentials Report to the General Meeting.

**DUTIES AND RESPONSIBILITIES:**

1. Credentials verification of delegates' eligibility to attend by checking the individual's membership card.
2. Credentials verification must conclude at such time that allows a member from the Credentials Committee to present the initial report as the first item of official business of the meeting.
3. The committee member who presented the report is prepared to move adoption of report following presentation to the meeting.

4. Subsequent credentials reports must be provided on each meeting day.
5. Make recommendations to the Board of Directors to improve the credentials process.

**ROLE OF STAFF:**

1. Staff assigned shall distribute registration forms to locals well in advance of the General Meeting with a specified date for return.
2. As registrations are received in the office they are verified against the membership database by staff assigned and a registration list for the General Meeting is generated.
3. Staff assigned shall ensure a location is available for credentials verification at the General Meeting and provides equipment and material required to conduct the process.

**FUNDING:**

There is no funding for the Credentials Committee.