

**Policy Number:** 2.2.02  
**Policy Name:** WAGPET Membership Policy  
**Section:** Governance  
**Subsection:** Membership

**Process Owner:** WAGPET Board  
**Responsible Officer:** Nominations and Governance Committee Chair

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## 1. Rationale

The aim of the policy is to ensure that the composition of WAGPET members promotes the strategic aims of the organisation.

## 2. Policy Statement

The WAGPET Board and its Nominations and Governance committee will review, assess and maintain the Company's membership in accordance with the procedures outlined in this policy.

## 3. Scope

This policy covers all WAGPET membership categories, the Board and its sub committee's review of all membership applications.

## 4. Date of Effect

17 May 2019

## 5. Review Schedule

This membership policy should be a reflection of the intention of the current Board of WAGPET. Therefore this policy will be reviewed annually and endorsed by the Board by the second meeting of Directors in each new calendar year.

## 6. Accountable Staff Member

Company Secretary

## 7. Resources Required

WAGPET Constitution

WAGPET Membership Application

WAGPET Statement of Mission and Vision, Values and Pillars , available at <https://www.wagpet.com.au/about>

## 8. Procedures

### 8.1. Membership Categories

8.1.1. WAGPET membership shall comprise three categories; Primary Members; Associate Members and Honorary Life Members. Criteria for membership to each of these categories are contained in Rules 16, 17 and 18 of the Company's Constitution.

## **8.2. Membership Application**

8.2.1. Parties interested in applying for WAGPET membership will be supplied with a membership application pack that will include:

- Application form - this form includes professional and contact details as well as information confirming commitment to WAGPET's Mission and Vision.
- An electronic copy of the organisations Constitution;

8.2.2. Submission of Membership Application form;

- Applicants must submit the completed application form, including signatures of proposing and seconding primary members to WAGPET Company Secretary.

8.2.3. Applications by Body Corporate Membership

- Membership applications from Bodies Corporate must nominate an individual to act as their representative.
- The individual put forward to act as the nominated representative of a body corporate may only be a nominated representative for one (1) body corporate.

## **8.3. Review of Membership Application**

8.3.1. The WAGPET Board has delegated review of membership applications to the Nominations and Governance Committee through the adopted Terms of Reference for this committee. Submitted applications will be reviewed as soon as is practicable by the Nominations and Governance Committee.

8.3.2. The Nominations and Governance Committee will review the applications by considering the following:

- The applicant's skills, experience and commitment to WAGPETs Vision, WAGPET's Mission and to the promotion of the strategic aims of WAGPET.
- The balance of members to ensure that they reflect the organisational mandate and will consider:
  - Geographical representation i.e. urban/rural
  - Diversity of Practice and workplace settings
  - Organisational representation
  - Representation from GP Trainers and GP Registrars

8.3.3. The Nominations and Governance Committee will recommend acceptance or otherwise of all applications, and into which membership category they have been accepted.

8.3.4. The Nominations and Governance Committee will notify the Board of the outcomes of the review of membership applications.

8.3.5. The Nominations and Governance Committee, through the Company Secretary will notify each applicant of the outcome of their application.

8.3.6. Should the Nominations and Governance Committee or the Board reject an application for membership:

- The Chair of the Nominations and Governance Committee will inform the applicant and the nominators accordingly outlining the reasons for the rejection of the application and offering them an opportunity to attend a conciliatory meeting with at least one other member of the Nominations & Governance Committee with a view to resolving the matter to the satisfaction of all concerned parties; and
- Should such a meeting take place the outcome of the meeting and appropriate recommendations will be conveyed to the full Nominations and Governance Committee and/or the Board for final review and resolution as contained in rule 13 of the company's constitution.

#### 8.4. Membership Numbers

8.4.1. Whilst membership to WAGPET is governed by the rules contained in the Company's Constitution, membership numbers are not restricted and should comprise a broad based representation of persons and body corporate /organisations who participate directly or indirectly in the provision of general practice education and training and primary health care in Western Australia.

#### 8.5. Removal of Members

8.5.1. In addition to the governing rules contained in the Company's Constitution, members may cease to be a member of WAGPET and be removed from the Register of Members if they do not respond to membership renewal requests. WAGPET will bi-annually write to members requesting that they complete a membership renewal form. Members not completing the membership renewal within 60 days may be removed by resolution of the Nominations and Governance Committee.

### 9. Definitions

CEO	Chief Executive Officer
Primary Members	Are members as described by the WAGPET constitution.
Associate Members	Are members as described by the WAGPET constitution.
Honorary Members	Are members as described by the WAGPET constitution.
Body Corporate	A group or organisation that is registered under the following legislation: Corporations Act 2001, (Cth), Australian Charities and Not for Profit Commission Act 2012 (Cth) Associations Incorporation Act 2015 (W)

### 10. Related policies/procedures/documentation

WAGPET Constitution

WAGPET Statement of Mission, Vision, Key Objectives and Guiding Principles

WAGPET Nominations and Governance Committee Terms of Reference

## 11. Policy Development History

Created or reviewed by:	Creation or review date:	Authorised by:	Authorisation date:
WAGPET Nominations & Governance Committee	03 February 2014	WAGPET Board	22 February 2014
WAGPET Nominations & Governance Committee	13 April 2015	WAGPET Board	02 May 2015
Rebrand by Administration Officer (TW)	11 September 2015	WAGPET Board	12 September 2015
WAGPET Nominations & Governance Committee	23 May 2016	WAGPET Board	04 June 2016
WAGPET Nominations & Governance Committee	08 May 2017	WAGPET Board	22 May 2017
WAGPET Nominations & Governance Committee	10 April 2018	WAGPET Board	14 September 2018
WAGPET Nominations & Governance Committee	29 April 2019	WAGPET Board	17 May 2019

## 12. Policy Approval

Approved by:



Dr Damien Zilm, Chair

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