

<b>Committee Name:</b>	<i>Registration Committee</i>	<b>Committee Type:</b>	<i>Standing Committee</i>
<b>Chairperson:</b>	<i>Registrar</i>	<b>Vice-Chair:</b>	<i>Appointed by Chair</i>
<b>Responsible to:</b>	<i>Council</i>	<b>IDA Office Support:</b>	<i>Executive Director</i>

<b>Composition:</b>	Minimum of 3 Full Members [Registered; Associate or Fellow only]. Members must have been actively practicing interior design for at least one year in the three years immediately preceding that person's appointment to the Registration Committee.
<b>Term of Office:</b>	2 years for Chair & Vice-Chair; 1 year for other Appointed Member(s)
<b>Meetings:</b>	The Committee shall meet at the call of the Chairperson

<b>Mandate:</b>	As per by-law section 10.3, the Registration Committee shall consider applications from persons to become Members of the Associations in accordance with the By-laws and may: <ul style="list-style-type: none"> <li>• Approve the registration</li> <li>• Refuse to approve the registration, or</li> <li>• Defer approval until the applicant has completed the requirements of membership and/or fulfilled other requirements prescribed by Council</li> </ul>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• Receive and review all applications for membership in the Association, including logbooks, transcripts, references and any other documents provided in support of the application</li> <li>• Issue certificates and other forms of record for membership to Members in good standing</li> <li>• Maintain the Registers of the Association</li> <li>• Collect and receive all annual dues or other fees or assessments and ensure that such dues or other fees or assessments are turned over to the Treasurer</li> <li>• In collaboration with the Practice Advisory Committee, oversee the continuing education program of the Association</li> <li>• The Registration Committee shall provide written notice of any decisions made by it to the applicant</li> <li>• If the decision made by the Registration Committee is to refuse the registration of the applicant, written reasons for the decision shall be sent to the applicant.</li> <li>• Exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Council of the President</li> </ul>

**TOR Approval:**

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Date

**TOR Review / Renewal:** February 2021

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Date