



# **INTERTANKO**

## **Terms of Reference for the Associate Members Committee**

### **AIMS AND OBJECTIVES**

- INTERTANKO's Associate Members Committee aims to provide a forum for the Associate Members to enable them to contribute and benefit fully from their Associate Membership of INTERTANKO.
- It is intended that the Committee shall generate ideas and forward their recommendations, where appropriate, to the Executive Committee and Council.
- In its work, the Committee is to pay due regard to relevant work being done on other INTERTANKO Committees.
- The Committee will report to INTERTANKO's Executive Committee and Council.
- INTERTANKO's Chairman may participate in the Committee meetings.
- The members of the Committee shall be appointed by INTERTANKO's Associate Members, and be a cross section of the Associate Membership both by category and region/country.

### **MEMBERSHIP**

- The Committee members' term is two years, which can be extended for a further two years unless other reasons apply and are approved by the Executive Committee.
- To the extent possible, the Committee membership should be comprised of members with a good geographical spread.
- A Committee member may, on occasion, be represented by an alternate from his/her company.
- Membership on the Committee rests with the individual, not the company that the individual works for.
- Repeated non-attendance may result in removal from the Committee.

### **CHAIRMAN TENURE**

- The Chairman's term of office is two-years which can be extended for a further two years, unless other reasons apply which are approved by the Executive Committee.

### **MEETINGS**

- The Committee should meet at least twice a year. Travel expenses of its membership should be paid for by the member company.

### **TERMS OF REFERENCE**

- The Terms of Reference for the Associate Members Committee activities shall be approved by the Council.

### **SECRETARIAL WORK**

- The INTERTANKO office undertakes the secretarial and administrative tasks for the Committee.