



Armed Forces and Police Mutual Benefit Association, Inc.

Col Bonny Serrano Road cor. EDSA, Camp Aguinaldo, Quezon City, 1110
Trunkline: +63 (2) 8822-MBAI (6224) | Email: mail@afpmbai.ph
Web: www.afpmbai.com.ph | Facebook: AFPMBAIOfficial

MEMBERSHIP COMMITTEE CHARTER (As of 9 October 2023)

I. Purpose

The Committee's purpose is to oversee the growth of AFPMBAI's membership and the excellence of its products and services.

II. Principles of Good Governance

The Committee will adhere to the principles of good corporate governance, as enumerated in the Governance Committee Charter and the Manual of Corporate Governance.

III. Scope

The Committee will have oversight over specific AFPMBAI Strategic Objectives that may be assigned by the Board of Trustees.

IV. Authority

The Board authorizes the Committee, within the scope of its responsibilities, to:

A. Seek any information it requires from:

1. Any employee who is directed to cooperate with any request made;
2. External parties;
3. Board of Trustees, top management, line managers & supervisors, TWG.

B. Obtain outside legal or other professional advice.

C. Require the attendance of Association officers during meetings as appropriate.

The Chairman and each member of the Committee shall be entitled to rely on the integrity and expertise of those persons providing information to the Committee and on the accuracy and completeness of such information presented.

V. Resources

The Committee will have the resources and authority appropriate to discharge its responsibilities, including sole authority to engage, retain and terminate independent

consultants to the Committee as it may deem necessary or helpful in carrying out its responsibilities, and to establish the fees and other terms for the retention of such consultants, such fees to be borne by the Association.

VI. Responsibilities

The Committee shall have the following responsibilities:

1. Oversee the status of AFPMBAI's membership growth.
2. Oversee the status of AFPMBAI's membership satisfaction with regard to the quality and delivery of products and services;
3. Oversee membership expansion efforts and how these affect the governance and organizational structure of AFPMBAI;
4. Oversee Management's accomplishment of strategic initiatives under its purview, as assigned by the Board of Trustees, to ensure that targets are met, challenges are addressed, and guidance is provided;
5. Evaluate recommendations for the improvement/development of new and/or termination of old products and services; and,
6. Oversee how membership issues are addressed to increase the morale and confidence of the general membership toward AFPMBAI.

VII. Membership

The Committee shall be composed of members duly appointed by the Board of Trustees. The Committee Chairman and Vice Chairman shall be elected by its members and endorsed for approval of the Board of Trustees through the Governance Committee. Membership in the Committee shall be co-terminus with membership in the Board.

VIII. Meetings

The Committee may meet monthly, or as needed, prior to every Board meeting. Resource persons may be invited, as needed. The Board Relations Office shall take and safekeep the Minutes of the Committee's meetings.

IX. The Role of the Technical Working Group (TWG)

The TWG for the Committee shall be composed of the Heads of the Area Branch Operations Division, the Marketing Division, and the Underwriting, Policy and Membership Department and shall perform following tasks:

1. In coordination with the Committee Chairman, prepare the agenda for each meeting;
2. Provide reports on the status of the Association's membership, market penetration, products and services, including other significant matters affecting these;
3. Conduct research/studies, as may be required, and present the output to the Committee; and,
4. Perform administrative and other functions relative to the conduct of the Committee's responsibilities.

X. Board Assessment of the Committee

The Committee will be assessed based on the Performance Evaluation and Rating System approved by the Board of Trustees.

XI. Charter Review

This Charter shall be reviewed at least every two (2) years, and updated as needed. All revisions shall be submitted to the Board of Trustees for approval.

Approved by the Board of Trustees on 9 October 2023, per Board Resolution No. 076, Series of 2023.