

# Preparing Committees

Friday August 18, 2006

**ILTER**



*Environment and Enterprise Strategies*

# Overview

- Committee Membership and Terms
- Governance of Committees
- Charters
- Means & Frequency of Communication
- Volunteers for Committee Membership
- Suggested Agenda for Today's Committee Meetings

Proposed trial system for this year, to be revised as needed at next AGM.

By-laws to be revised at next AGM.

# Committee Membership

- Who is a committee member?
  - Minimum 7, maximum 12 members on committee
  - At least 1 from each region (ideally no more than 2)
  - Must be ILTER member, but need not be on CC
- Volunteers?
  - Can join more than 1 committee
  - If not enough volunteers, chair of committee will recruit
  - If too many volunteers from a region, the region will elect a member
- 2 year term
  - After first year, half of committee will retire (in order to create staggered membership...decision at 6 months)
  - Maximum 3 consecutive terms

# Governance

- Chair, Vice-Chair, and Secretary
  - Nominated today
  - All CC members present at first committee meeting can vote (even if not on committee)
- Officer Responsibilities:
  - Chair: calls and schedules meetings, sets agenda, reports to EC
  - Vice-Chair: serves in Chair's role if needed
  - Secretary: takes minutes and ensures posting to web

# Governance

- Decision-making authority
  - Can make decisions that do not involve spending money (cash)
  - Decisions with financial impact require CC or EC approval
  - EC may override/delay any committee decision (if EC takes issue with a committee decision, the committee may take the proposal to the CC)
  - Report to EC after each committee meeting on decisions and planned actions
- Decision-making process
  - Quorum = 3 committee members from different regions
  - Decisions: simple majority of members at each meeting
  - Committee members should appoint an alternate member from their network to serve as his/her proxy on the committee

# Charters

- Charters are 2-3 paragraphs and are similar to by-laws
- Refer to descriptions on Pages 20 – 21 of Strategic Plan
- Should include:
  - Purpose of committee
  - Responsibilities (and products) of committee
  - Minimum frequency of meetings (eventually 2 times per year, but in first year at least 4 times per year)
  - To whom committee reports (EC)
  - Provision for setting up ad hoc groups/subcommittees
  - Terms of membership
  - Definition quorum and majority vote

# Means and Frequency of Communication

- Within the Committee
  - Minimum 2 times per year
  - Minimum 4 times per year in first year
- To the EC
  - After each committee meeting (via emailed chair reports)
- To the CC
  - Prior to each committee meeting (via web posting of meeting agenda and schedule specifying time zone)
  - After each committee meeting (via web posting of minutes)
  - At AGM
  - Whenever decisions require CC approval (i.e. spending money)
  - As deemed necessary

# Committee Membership

Region	SPC: 16	IMC: 16	FMC: 10 +/-
EAP	Eun-Shik, Ling-ling, Shidong	Chin*, Youngsun, HE*	Tim, Niu*
N. America	Patrick, Manuel	Kristin, Atzimba Lopez* (Manuel)	Steve, (Patrick alt.)
CEE	Elli, Julius, Jarda	Kinga*, Michael* (Angheluta)	Moshe Shachak * (Elli), Julius and CEE will identify w/in 1 week
Western Europe	Bruno, Michael, Terry, Jacques	Cristiana, Katharina* (Michael), Sue Rennie* (Terry)	Terry (Hendrik will attend mtg today), Pier* (Bruno)
Southern Africa	James, Mary Seely*	Avinash, Dzuze Dulanya* (James), John Irish, Bernard	Joh, Almeida Sittus* (Johan)
Central/South America	Francisco, Fabio Scaramo* (Francisco)	Armando Torres*, Flavio Luizao* (Francisco)	Jorge, Botelli* (Francisco)

# Suggested Agenda for Today's Meeting



- Elect chair, vice-chair, secretary
- Write charter  
(and send to secretariat for posting on web)
- Determine means/frequency of meetings
- Write preliminary work plan  
(see Ling-ling's implementation document and Operations Plan)