



## Policy Committee Terms of Reference

Terms of reference approved by Scotland's International Development Alliance (the Alliance) Board of Trustees in September 2017

### 1. CONSTITUTION

1.1 The Alliance Board (the Board) has established a committee of the Board, known as the Policy Committee (the committee), with terms of reference as set out below.

1.2 Board members may: (i) constitute committees to facilitate the work of the organisation and/or improve the workings of the organisation and (ii) may, if they choose, delegate responsibility and decision-making to representatives in said committee.

1.3 The terms of reference of, and any delegation of executive power by the Board to, a committee must be recorded in the Board's minutes.

1.4 The Board of Trustees may revoke or alter a delegation in whole or part, or alter its terms and conditions.

### 2. PURPOSE

2.1 The committee is a sub-committee of the Board and its purpose is to set the proactive policy priorities of the Alliance, approve policy positions and support staff to deal reactively with emerging issues. It will be flexible and light touch to allow quick response to fast moving issues as necessary.

2.2 The role of the committee is to approve policy positions and priorities that (i) reflect a broad consensus among the membership of the Alliance, and (ii) are based on sound evidence.

2.3 The committee's responsibility and authority covers all the policy work undertaken by the Alliance, including proactive, reactive and urgently reactive policy positions.

### 3. COMMITTEE COMPOSITION

3.1 The committee will comprise a maximum of 7 representatives from the membership and maximum of 6 representatives from the Board.

3.2 There is to be a minimum of three and a maximum of thirteen committee members at all times.

3.3 The committee chair and other representatives from the Board are appointed by the Board.

3.4 The Committee shall elect a vice-chair to stand in when Committee chair is unavailable.

3.5 Representatives from the membership will be appointed by Committee chair based on the principle that (i) a mixture of type and size of organisations must be represented on the committee, (ii) representatives must be willing to commit to the minimum required engagement. Gender balance and diversity should be sought when appointments are made.

3.6 The committee will be serviced by the Policy, Advocacy and Communications Officer at the Alliance, who will take minutes, promote agendas, and encourage engagement from within the wider membership.

3.7 The Committee composition should be decided upon annually in agreement with the Board and Committee Chair.

*Scotland for a fairer world.*



#### 4. QUORUM AND COMMITTEE PROCEDURES

4.1 A quorum of the committee is set out in the table below:

Committee members	Quorum
3	2
4	3
5	3
6	4
7	4
8	5
9	5
10	6
11	6
12	7
13	7

4.2 In the absence of the committee chair, the remaining members present can elect one of themselves to chair the meeting.

4.3 Questions arising at any meeting must be determined by a majority of votes of the committee members present that are entitled to vote.

4.4 In the case of an equality of votes for a non-urgent issue, the chair of the committee will not have a second or casting vote but a decision on the relevant matter must be referred to the next available board meeting.

4.5 For urgent decisions where a meeting cannot be held for any reason, Alliance staff will discuss issues with the committee chair, who will contact at least one other committee member to make a decision. If no decision can be reached, the Chair of the Board may step in to make a final decision.

4.6 Alliance staff are able to draft, publish and promote policy position statements without discussion with the policy committee when said statement is (i) urgently required and (ii) falls clearly within the boundaries of the Alliance statement of values, vision and mission.

#### 5. ATTENDANCE AT MEETINGS

5.1 Committee members may appoint a substitute to attend meetings with prior approval by committee chair

5.2 The Alliance Policy, Advocacy and Communications Officer is the secretary of the committee and will attend the meetings.

5.3 Online attendance shall be made possible at every meeting, and dates shall be made public to wider membership so that any Alliance members can engage and attend meetings (where space allows)

5.4 Experts and non-Alliance members can be invited to meetings for specific purposes as agreed by Committee members.

#### 6. FREQUENCY OF MEETINGS

6.1 Meetings are to be held not less than quarterly and at such other times as required.

*Scotland for a fairer world.*



## 7. NOTICE OF MEETINGS

7.1 Meetings of the committee are called by the secretary of the committee at the request of the committee chair.

7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the committee, any other person required to attend, no later than five working days before the meeting. Supporting papers are to be sent to committee members and to other attendees as appropriate, at the same time.

## 8. MINUTES OF MEETINGS

8.1 The secretary of the committee will ensure that a formal record of committee proceedings and resolutions is maintained.

8.2 Following approval of the minutes by the chair of the committee they are to be circulated to all members of the committee and accessible, readable interpretations of proceedings and decisions will be promoted via the Alliance website to all members.

## 9. AUTHORITY

The committee is authorised by the Board to:

9.2 make decisions on overarching policy positions, and policy and advocacy work plans for the Alliance

9.5 delegate any of its duties as is appropriate to such persons or person as it thinks fit, including experts or specialists who work with member organisations.

## 10. DUTIES

The Board authorises the Policy committee to:

10.1 Develop an annual work program, which is aligned with the Alliance business plan strategy and within the committee purpose and duties, for approval by the Board.

10.2 Provide guidance and recommendations to the Board on matters related to committee's role.

10.3 Plus consider any other topics referred to it by the Board from time to time.

## 11. REVIEW

11.1 The committee will conduct an annual review of its performance, ensure that it is provided with sufficient resources to undertake its duties and recommend any changes it considers necessary to the Board for approval.

11.2 These terms of reference will be reviewed and, where necessary updated, at least once a year.

## 12. REPORTING PROCEDURES

12.1 The secretary to the committee is responsible for reporting to the Board. The approved minutes of all meetings and resolutions of the committee are to be circulated to the Board after every meeting. The secretary will retain copies of the minutes and the papers.

12.2 The committee will share details of its work with all members on the Alliance website, and offer ways to contribute to the work of the committee.

*Scotland for a fairer world.*