

# Regional Committees - Terms of Reference

## Purpose

The purpose of a Regional Committee is to represent the views and needs of regional members (both current and future) to encourage regional members involvement, to support the Board by providing overview of regional activities and to enhance the regions reputation by promoting IACP locally.

The IACP is firmly committed to promoting the principles of equality and diversity in its services and operations at all levels of the organisation, including its committees. We wholeheartedly seek to ensure that the organisation respects and includes everyone and that no one is treated less favourably on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability race or membership of the Travelling Community.

## Committee Structure

Each Regional Committee will be given an agreed geography in which it is responsible. The geographic area allotted to each region will be set by the IACP Board of Directors with agreement with the Regional Committees. Regional Committees shall only operate in their geographic area unless specifically agreed by the IACP Board of Directors.

Each Regional Committee will have a maximum of 9 members, 3 officers as outlined below and 6 other members, nominated by the membership of that region each year at a Regional General Meeting. that Within the six other members, there may be no more than 1 Pre-Accredited member and 1 Student member included.

Members of a regional committee can serve 2 consecutive terms of 3 years while holding any 1 office for no longer than 3 years.

All members must go for re-election after they have served their first term of 3 years.

The maximum time that a member can serve on a Regional Committee is 6 consecutive years. A member can re-join the committee after an absence of 1 year.

Should a committee member take an officer position within less than 3 years before the end of their second term (of 6 years) an extension can be made for a period of 1 year (without a break) from Vice-Chair to Chair.

Total length of service cannot exceed 7 years without a break. Any exceptions to the terms of office should be put forward to the Board of Directors for consideration.

The Regional Committee officers (as follows) outlines the duties and obligations and their contact person in the National organisation. Regions can assign other roles within their committee as required.

Officer	Role	Co-ordinates with
Chairperson	Chair committee meetings. Coordinate activities within regions. Support other committee members to efficiently conduct their duties. Ensure delegation of duties between the committee members to liaise with the members of the region.	Regional Director of the Board, CEO, Head Office (especially the Workshop Administrator) other Regional Committee Chairs.
Vice-Chair	The role of the Vice-Chair is to preside over meetings when the Chairperson is absent. To assist the chairperson with matters between meetings and to deal with specific tasks or issues as defined by the organisation.	Chair and committee members, members of the region, Head Office (especially the Workshop Administrator) and the Regional Director of the IACP Board.
Secretary	To facilitate the efficient conduct of meetings. To liaise with chairperson to set times and venues for meetings, circulate minutes and proposals prior to meetings, take minutes at meetings, act as point of contact for communication with the regional committee. To liaise with Head Office with regard to return of necessary paperwork, forms, evaluations, receipts etc. To liaise with Head Office on promotion of local and national events.	Chair and committee members, members of the region, Head Office (especially the Workshop Administrator and the Regional Director of the Board. All correspondence.

## Programme of Work and Responsibilities

At the beginning of each year the Regional Committee will list out the key pieces of work which it will prioritise for that 12-month period and report this to the Board of Directors. The Board may give direction as to other key pieces of work that it sees important which can be incorporated into the annual programme of work. Other issues that arise during the year must be addressed in the normal fashion, but the agreed programme of work allows the Regional Committee to prioritise regional issues and set timelines for activities.

Each Region should endeavour to facilitate the following events within their geographic area within the calendar year;

- A minimum of 4 Regional Workshops, ideally 1 per quarter
- A minimum of 1 Network Events, a maximum of 4 will be paid for by Head Office
- An annual AGM

Apart from committee meetings, CPD events and networking events, the region will work with members to establish communities of interest that meet members needs locally. This may include special interest groups relating to professional practice, dealing with specific client groups or study groups. The region will also work with the Head Office to roll-out innovative projects at a local level.

## **Meetings / Attendance**

A Regional Committee should meet at least 5 times in any calendar year but may agree to meet more often if the work of the committee is sufficient. Where there is a large geographic spread in a region attempts should be made to hold meetings and events throughout the region over the course of the year.

Dates of all meetings should be agreed for an upcoming 12 months where possible and provided to the IACP Workshop Administrator. A quorum will be at least fifty per cent of the committee membership and at least two officers shall be present. The decision-making process will be by a majority vote with the chair holding the casting vote.

Committee members must regularly attend the committee meetings. Any member not present for 3 meetings shall be deemed to have stepped down from the Committee.

## **Relationship with management and staff**

The Regional Committees will be supported by the CEO, Head Office and the Regional Director of the Board. Management or staff members attending Regional Committees AGM's are not members of the regional committee and do not have voting rights but are there in a support capacity.

## **Obligations of members of Regional Committees**

As the Regional Committee is a formal part of the IACP's governance structure, committee members play a key role in the organisation.

A signed Code of Conduct document will be a requirement of taking a place on a Regional Committee.

Committee members must act in the best interests of the members of IACP and comply with the corporate strategy and policies as laid down by the Board of Directors.

Committee members must declare any conflict of interest that they have in any particular issue under discussion and must absent themselves from the meeting for the duration of that item.

Committee members must also be conscious of any personal biases that they hold and make allowances for what might be in the best interests of the membership as a whole even if this is opposite to their personal opinions.

Committee members must work with other members of the committee and/or Head Office staff in a cordial, collegiate and professional manner allowing respect and dignity for all concerned.

Committee members will respect the decision of the Chairperson with regard to the conduct of the work of the committee at all times.

A volunteer handbook shall be provided to all Regional Committee members and the Chair of the Committee will make arrangements for an appropriate induction to the committee.

**Review of the TOR every 12 months.**

<b>Regional Director</b>	<b>CEO</b>	<b>Review Date</b>
<i>Séamus Sheedy.</i>	<i>Lisa Hickey</i>	November 2018
<i>Séamus Sheedy.</i>	<i>Lisa Hickey</i>	March 2019

(Appendix 1)

## **IACP Regional Committee Annual General Meetings**

### **PURPOSE OF A REGIONAL COMMITTEE AGM**

- To give a Chairperson's change to report.
- To thank committee members for their work over the previous year.
- To elect new committee members.
- To give all members an opportunity to ask questions.

### **HOW TO RUN AN IACP REGIONAL COMMITTEE AGM**

#### Before the AGM

A Regional Committees AGM should be set for a date approximately 1 year after their last AGM. The length of time between one AGM and the next cannot be more than 15 months

A minimum of 21 days' notice of the AGM should be sent by email to all members within the region.

#### Notice of the Regional AGM should include:

- Date, time and venue
- Agenda for day
- Call for committee members
- Speaker / Guest details (if applicable)

#### Regional Committee AGM Agenda:

The Regional Committee AGM agenda should include:

- IACP Regional Committee Name
- Annual General Meeting
- Minutes of the last AGM
- Chair's Report
- Election of new committee members
- Any other business [AOB]

Holding an AGM can work well when held in conjunction with another meeting / event  
Members should have the opportunity to attend the AGM without charge.

## **CONDUCTING THE AGM**

The Chair should conduct the meeting and will usually talk through all the items.

All attendees should be asked to sign in at the beginning of the meeting to register for their CPD.

At the start the Chair should announce that the official business of the AGM has started.

Once official business has begun, information should be recorded in the AGM minutes.

Minutes of the previous AGM should be circulated in advance of the meeting and those present should be asked whether the minutes are a 'true and correct record of the previous AGM' and should be asked to accept them by selecting a proposer and seconder.

The Chair should give a brief report on the previous year's activities and highlights for the forthcoming year. This report is an opportunity to thank colleagues for their service.

Any committee members standing down should be announced and those committee members wishing to remain on the committee should be identified as such.

Any questions can be taken at the end of the session or deferred to 'AOB'.

A brief report of all aspects of the Chair's report should be recorded for the minutes.

If there are fewer candidates than committee spaces available all nominees should be elected without challenge. Their names should be read out and recorded as elected. If there are more candidates than spaces, then a vote should be taken at the meeting and the results of any vote recorded.

Please note the committee decides amongst themselves, by majority vote, who should take any vacant officer roles at their first committee meeting following the AGM. The roles are not agreed by vote at the AGM.

Any other business. The Chair should announce that the formal part of the meeting is over and ask for 'any other business' and any questions. When this is completed the AGM should be declared closed.

On invitation, a representative of the IACP Board of Directors or CEO can be present at the AGM to update on matters from the Board and/or Head Office.

The Secretary or one of the other committee members should write up the minutes of the meeting ensuring that the salient points and number of attendees is recorded.

A set of minutes (they are not approved until the next AGM) together with details of the following year's committee should be sent to the Workshop Administrator at IACP. The new/updated committee will then be posted on the Committees page of the IACP website.

**NB: Volunteer forms must be completed and submitted to the Workshop Administrator for ratification before a new member can join or attend a Regional Meeting.**