



Adopted, Governing Board Meeting, 20 May 2010

IUCN Academy of Environmental Law

Guideline 4

TERMS OF REFERENCE AND COMPOSITION OF ADMINISTRATIVE COMMITTEES OF THE GOVERNING BOARD

1. INTRODUCTION

1.1 The Academy Bylaws provide in Clause 6.4 (i) that the Governing Board may “establish and terminate committees of the Board including the terms of reference, membership and the appointment of the Chair of such committees”.

1.2 This Guideline addresses the terms of reference and composition of the following committees of the Board:

- (i) Membership Committee;
- (ii) Information Technology and Communications Committee;
- (iii) Governance Committee;
- (iv) Finance Committee; and
- (v) Fund-raising Committee;

2. COMPOSITION OF, AND TERMS OF REFERENCE FOR, THE MEMBERSHIP COMMITTEE

The Membership Committee shall comprise five persons: two Board members, one additional non-Board member from a member institution, and the Academy Director and the Associate Director as ex-officio members.

Terms of reference for the Membership Committee:

1. Provide input to and review strategies for membership recruitment and retention;
2. Review from time to time, and recommend to the Governing Board, the criteria for membership of the Academy;

3. Examine applications for membership of the Academy to determine eligibility and, as necessary, to make recommendations to the Governing Board concerning acceptance or rejection of particular applications;
4. Recommend to the Governing Board and the membership the level of fees to be set from time to time for membership of the Academy;
5. Identify strategies for increasing the involvement of members in the activities of the Academy; and
6. Provide recommendations regarding the provision of products and services to serve the needs of members of the Academy.

3. COMPOSITION OF, AND TERMS OF REFERENCE FOR, THE INFORMATION TECHNOLOGY AND COMMUNICATIONS COMMITTEE

The Website Committee shall comprise two Board members, one additional non-Board member from a member institution, and the Academy Director and the Associate Director as ex officio members.

Terms of reference for the IT & C Committee:

1. Liaise with the Secretariat to suggest further development of the web-site;
2. In coordination with the Secretariat, identify needs for funding the development of the website;
3. Liaise with member institutions on a regular basis to obtain information for inclusion on the website
4. Identify appropriate links to be included on the website to enable members to access relevant information;
5. Determine the circumstances in which access to the website should be closed for members only.

4. COMPOSITION OF, AND TERMS OF REFERENCE FOR, THE GOVERNANCE COMMITTEE

The Governance Committee shall comprise the Chair, one additional member of the Governing Board, two non-Board members from member institutions and the Director and Associate Director as ex officio members.

Terms of Reference for the Governance Committee:

1. To ensure that the governance of the Academy is consistent with the by-laws of the corporation
2. To review the bylaws of the academy from time to time in order to ensure that they reflect the needs and circumstances of the Academy;
3. To identify the topics on which guidelines should be developed so as to ensure high performance of the Academy;

4. To prepare draft guidelines for consideration by the Board.
5. to develop procedures for the orientation of Board members and assessment of Board effectiveness

5. COMPOSITION OF, AND TERMS OF REFERENCE FOR, THE FINANCE COMMITTEE

The Finance Committee shall comprise the Chair, the Deputy Chair, and the Director and Associate Director ex officio.

Terms of Reference for the Finance Committee:

1. To review annual budgets prepared by the Secretariat for approval by the Governing Board,
2. To receive and review quarterly reports from the Secretariat concerning the financial performance of the Academy;
3. To report to the Governing Board on a regular basis with respect to the financial performance of the Academy; and
4. To attest to annual financial results, as prepared for the Academy's annual report.

6. COMPOSITION OF, AND TERMS OF REFERENCE FOR, THE FUND-RAISING COMMITTEE

The Fund-raising Committee shall comprise the Chair, two other members of the Governing Board, up to three additional non-Board members of the Governing Board and the Director and Associate Director ex officio.

Terms of Reference for the Fund-raising Committee

1. To develop strategies for fundraising, both short and long-term, for approval by the Governing Board;
2. To receive and review regular reports from the secretariat concerning the implementation of approved fundraising strategies; and
3. To report to the governing Boards on a regular basis with respect to the fundraising performance of the Academy.