

# **International Advisory Group (IAG)**

## **Terms of Reference (ToR)**

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### **Purpose:**

The International Advisory Group (IAG) is an advisory body to the Board of Directors and secretariat. The role of the IAG is to provide support, guidance and oversight on the development, recommendation and review of policies, strategies, plans and the use of resources ensuring that the Irish Red Cross (IRC) achieves its strategic objectives and deliverables. This includes but is not limited to:-

- To identify priorities for the IAG and ensure work plans for the term of the committee are developed in line with the strategic plan and presented to the Board of Directors for approval;
- Advising on the security, welfare, satisfaction and capacity of our overseas delegates;
- Championing IRC overseas work in Ireland;
- Reviewing and advising the Board of Directors on new programmes or activities;
- Reviewing existing operational work overseas and advising on same;
- Advising on developing procedures and resources to facilitate growth and expansion;
- Advising on developing and implementing systems to record the evaluation of key programmes and services;
- Identifying appropriate policy areas where the IAG could lead / and or facilitate;
- In case of interest by certain members in specific tasks, sub-working groups may be established in areas of shared interest;
- Supporting the Secretariat in the discharge of its function in the international area;
- Advising on implementing best practice guidelines;
- Advise the Board regarding compliance with relevant legislation;
- In agreement with IRC Head Office, represent the Society in strategic meetings and for a where IRC head office staff are not present;
- Other areas which may arise from time to time.

### **Membership:**

- The Chair of the working group is selected by General Assembly.
- The IAG can have a membership of up to 10 members. Members are chosen by the Chair and the relevant Secretariat member and approved by the Board of Directors.
- The IAG members are a diverse group of stakeholders who are chosen primarily for their skill and expertise in different fields of relevance including; Disaster

Management, Communications, Finance, Resource Mobilisation, HR and Advocacy. Attention will also be paid to gender and regional representation.

- Internally available skills will be supplemented by external resources where in the opinion of the Chairperson, such additional skills would add value to the society.
- In the event that a member is unable to fulfil their role or who miss 3 consecutive meetings without good reason may have their position terminated.
- Membership of the IAG is voluntary and members will not be remunerated.
- The term of the advisory group will run in line with the term of the General Assembly, subject to review.

### **Accountability:**

- The Chair is accountable to the General Assembly and shall report twice yearly on the activities of the advisory group to the Board of Directors.
- The relevant secretariat member will circulate the minutes of the meetings, as approved by the Chair, to all members of the advisory group and the Board of Directors.

### **Meetings:**

- The advisory group is required to meet a minimum of 4 times annually through either face to face meetings or virtually.
- Meetings will normally be held in, but are not limited to, 16 Merrion Square, Dublin 2.
- Relevant briefing documents, the agenda and minutes will be circulated prior to each meeting.
- A minimum attendance of 4 members of the advisory group will constitute a quorum.

### **Amendments to Terms of Reference:**

- Terms of Reference may be amended from time to time in line with business changes, stakeholder requirements and subject to Board approval.