

## Movement Policy Committee

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### TERMS OF REFERENCE

#### 1. Scope

##### 1.1. Purpose

To oversee strategic approach, preparation, and representation with the Movement's institutions, leaders and meetings, particularly as part of the British Red Cross' role on the Governing Board of the International Federation of Red Cross and Red Crescent Societies, and the International Statutory Meetings.

##### 1.2. Authority

The committee has delegated authority from the board of trustees in accordance with the terms of reference.

##### 1.3. Reporting

The committee reports to the board of trustees.

#### 2. Membership

##### 2.1 Chair

The committee will be chaired by the chair of the board, or any other trustee appointed to the post by the chair.

##### 2.2 Members

Core membership of the committee will comprise:

- Two trustees with the optional addition of another trustee with a special interest in international matters
- Chief executive
- Executive director of international
- Head of International Law
- Head of Humanitarian Policy

##### Attendance

- The executive director of UK operations may attend in an advisory capacity.

##### 2.3 Other attendees

The committee may invite other attendees (non-voting) to act in an advisory capacity, as deemed necessary.

##### 2.4 Term of office

Two terms of four years each; coterminous with each trustee's terms of office. Terms of office for management members is coterminous with their employment with the organisation.

## **2.5 Quorum**

Quorum is set at three members, one to be a trustee.

## **3. Responsibilities**

The responsibilities of the Committee shall be to:-

- 2.1 Meet two or three times before sessions of the periodic Federation and Movement Statutory Meetings, to prepare for BRC's participation at these meetings, specifically, the Federation General Assembly and the Movement's Council of Delegates, both of which meet consecutively every two years.
- 2.2 When the BRC has been elected to the Federation Governing Board, the committee also meets a few weeks before sessions of that body to review the agenda and gather comments from trustee members for inclusion in the briefing for the relevant session of the Governing Board.
- 2.3 When the BRC has a representative on a Federation Commission, such as the Finance Commission, the committee will also receive a report on the Commission's deliberations or agenda, and may offer comments to the representative (who will be serving in a personal capacity).
- 2.4 To regularly scrutinise risk management arrangements and the register; to report and escalate to the Board any significant risks.

## **4. Management**

### **4.1 Secretary**

Secretarial support is provided by the International Directorate.

The head of governance maintains an oversight of all committees.

### **4.2 Papers/agenda**

The Secretary is responsible for circulating papers for the meetings. Agenda and papers will be circulated to all members at least 5 working days before the meeting.

### **4.3 Meetings**

The committee will normally meet two times a year to review the agenda for ordinary sessions of the Federation Governing Board. Additional meetings may take place at the request of the committee chair.

### **4.4 Attendance**

Members are expected to attend all meetings of the committee unless agreed by the chair. Attendance by tele/video conference can be agreed with the chair.

### **4.5 Minutes / reporting**

The Secretary shall distribute minutes of each meeting to committee members within ten working days. Minutes will be shared with the board at the following board meeting.

The Committee Chair will report formally to the Board on the Committee's proceedings.

## **5. Version control**

### **5.1 Approval**

These terms of reference were approved by the board of trustees at their meeting on 9 April 2019.