

EXECUTIVE COMMITTEE TERMS OF REFERENCE

CLASSIFICATION

This document is classified as an IAAC Administrative Document.

AUTHORIZATION

Issue N°:	08
Prepared by:	Executive Committee
Date:	March 2022
Revision N°:	00
Approved by:	General Assembly
Issue Date:	August 19, 2022
Application Date:	Immediate
Document number:	IAAC AD 020/22
Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
E-mail:	secretariat@iaac.org.mx

AVAILABILITY

Copies of this document in English and Spanish, are available at the IAAC Secretariat and on the IAAC website.

COPYRIGHT

IAAC holds the copyright of this document and it may not be copied for resale.

Original: English

EXECUTIVE COMMITTEE TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the IAAC Executive Committee is to advance the objectives, goals, and tasks of the IAAC, and to implement its policy and administration.

This document specifies the functions, composition and responsibilities of the IAAC Executive Committee, per Article 7.1 of the AD 002 IAAC Bylaws. It also provides additional provisions to guide its work.

2 FUNCTIONS

- 2.1 The functions of the Executive Committee (EC) are:
- a) To further the objectives, aims and tasks of IAAC, and to implement IAAC policy and management;
 - b) To ensure the application of IAAC's principles in the field of conformity assessment, in accordance with provisions on IAAC's Memorandum of Understanding and Bylaws;
 - c) To establish and oversee the operation of IAAC committees and subcommittees as necessary, to ensure their proper coordination, and to oversee the appointment of the Chair and Vice-Chair of each committee and subcommittee, which depend on the approval of the IAAC General Assembly;
 - d) To cooperate with other relevant bodies in the field of conformity assessment and other relevant regional or international organizations;
 - e) To cooperate with the host body on arrangement and finance of general assemblies, and other meetings;
 - f) To recommend registration fees to be paid by attendees to IAAC general assemblies;

- g) To propose the IAAC annual budget and fee structure, to be approved by the General Assembly;
- h) To make decisions related to probation and suspension of a membership in IAAC for failure to comply with the obligation to vote, according to the IAAC Bylaws, AD 002, article 4.5 and article 4.8, clause 4.8.2.
- i) To draft proposals of the IAAC Strategic Business Plan, to be approved by the General Assembly;
- j) To ensure exchange of information by IAAC with conformity assessment bodies, their customers, standards writing bodies, and other relevant bodies;
- k) To request from international organizations support for activities for IAAC members in the field of conformity assessment;
- l) To plan and properly disseminate IAAC technical information to all interested parties;
- m) To define a strategy for IAAC participation in other international and regional fora;
- n) To operate a system for control of documents and records;
- o) To keep members informed about major issues submitted to the Secretariat during intervals between general assemblies and attend mail sent to IAAC;
- p) To inform members about candidates for the positions of IAAC Chair and Vice-Chair, Treasurer, Executive Secretary, and Chair and Vice-Chair of committees and subcommittees; and
- q) To convene ordinary and extraordinary meetings of the General Assembly.
- r) To perform other functions, as determined by the General Assembly.

3 COMPOSITION

- 3.1 The Executive Committee shall be composed by:
- a) The IAAC Chair, Vice-Chair, and Treasurer;

- b) The Chair and/or Vice-Chair of each IAAC Committee. The Executive Committee may allow the participation of the Subcommittee Chairs and Vice-Chairs, as guests;
- c) Two members representing the Associate Members of IAAC, who will be elected by their representatives;
- d) Two members representing the Stakeholders of IAAC, who will be elected by their representatives;
- e) Persons and/or organizations invited by the IAAC Chair to participate as observers in some part of the meeting or in the meeting as a whole;
- f) The IAAC previous Chair;
- g) The IAAC Executive Secretary and the Technical Secretary; and
- h) A person of the IAAC membership, elected by the IAAC Executive Committee to participate as an unpaid advisor to the Executive Committee, as needed.

3.2 The Chair of IAAC shall be the Chair of the Executive Committee. The Vice-Chair of IAAC shall be the Vice-Chair of the Executive Committee.

3.3 The term of office of each member elected and/or appointed to the IAAC Executive Committee is two years, and may be reelected for a second consecutive term.

4 RESPONSIBILITIES

4.1 The EC Chair's responsibilities are:

- a) To carry out these Terms of Reference;
- b) To chair EC meetings;
- c) To report to the General Assembly about the work that is being carried out;
- d) To submit to the General Assembly, for its ratification, all resolutions adopted by the EC;
- e) To supervise furtherance of the objectives, aims and tasks of IAAC, and to supervise the implementation of IAAC policy and management. Perform tasks according to the PR 011 Procedure for Management Review and Internal Audits.

- f) To maintain the Vice-Chair informed on all of the current and planned activities.

4.2 The EC Vice-Chair's responsibilities are:

- a) To assist the Chair in the fulfillment of his/her duties; and
- b) To replace the Chair in his/her absence or impediment.
- c) To maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.

4.3 EC members' responsibilities are:

- a) To attend EC meetings and actively participate on specialized working groups formed to undertake committee tasks;
- b) To formulate initiatives that support the accomplishment of committee objectives;
- c) To opportunistically perform tasks and responsibilities that they receive individually or as part of working groups;
- d) To report to the EC on undertaken activities;
- e) Those who are IAAC representatives to other organizations must share, and if necessary, seek advice from the Executive Committee regarding topics that may affect IAAC, or its members.
- f) To implement the Work Programs of committees and subcommittees; and
- g) To oversee the implementation of agreements and instructions of the General Assembly.

5 OTHER PROVISIONS

5.1 The EC shall:

- a) Report to each IAAC General Assembly;
- b) Meet in private sessions unless the Chair or a simple majority of its members convene an open meeting for designated participants and/or observers;
- c) Meet normally at least twice a year and, extraordinarily, as frequently as is necessary to conduct the affairs of IAAC;
- d) Meetings of the Executive Committee shall be called by the Chair of IAAC or, if not available, the Vice-Chair;

- e) The quorum of the Executive Committee shall be achieved in a meeting when the IAAC Chair or the Vice-chair and at least two representatives of the IAAC committees are present, and for electronic ballots the quorum is achieved when the same persons issue a vote.
- f) Make decisions by consensus, and if that is not possible, with the vote of a simple majority of the members with a right to vote.
- g) Record all decisions as resolutions and distribute them, through the Secretariat, at most two weeks after each meeting; and
- h) Distribute, through the Secretariat, working documents for meetings at least two weeks before each meeting.

5.2 Each committee shall have one vote.

5.3 The IAAC Chair shall have a single vote. In case the IAAC Chair is not available, the Vice-Chair shall vote as IAAC Chair.

5.4 The IAAC Treasurer shall have one vote.

5.5 All resolutions adopted by the Executive Committee need to be ratified by the General Assembly.