

## **MANAGEMENT COMMITTEE TERMS OF REFERENCE**

### **CLASSIFICATION**

This document is classified as an IAAC Administrative Document.

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## **MANAGEMENT COMMITTEE TERMS OF REFERENCE**

### **1 OBJECTIVE**

- 1.1 The objective of the IAAC Management Committee is to provide administrative support to the development of IAAC's activities.

### **2 FUNCTIONS**

- 2.1 The functions of the Management Committee (MC) are:
- a) To provide general direction and coordination to the work of the MC subcommittees;
  - b) To approve the Terms of Reference and Work Programs of MC subcommittees and ensure that these documents are consistent with IAAC guidelines and programs;
  - c) To serve as liaison between the Executive Committee and MC subcommittees, and to inform the Executive Committee and IAAC's General Assembly regarding the work performed by the MC and the subcommittees under its responsibility;
  - d) To coordinate with other IAAC committees the accomplishment of IAAC objectives and the Strategic Plan;
  - e) To create and dissolve ad-hoc groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
  - f) To monitor regional and international activities and document generation related to the scope of the MC, and to propose to the Executive Committee actions to be taken;
  - g) To support the maintenance and improvement of the IAAC management system and to supervise the document control system that supports the Multilateral Recognition Arrangements;
  - h) To support the Executive Secretary in managing the IAAC document system, to coordinate with the Committees the drafting of documents as required, to propose their approval and publication;



- i) To support IAAC in the transfer of knowledge among its members, to harmonize and share best practices at the regional level;
- j) To represent IAAC at management committees of relevant regional and international organizations, and to propose IAAC's participation in joint working groups with other bodies;
- k) To provide information to the Promotion Subcommittee in order to promote IAAC activities; To support IAAC in obtaining feedback to understand its members' needs, to promote their activities, to insert them in the global arrangements. To support the participation of Stakeholders in IAAC activities and in others that contribute to strengthen their relationships at a regional and international level;
- l) To keep the IAAC Executive Secretariat informed about MC activities, including minutes and attendance registers of meetings or other activities; and
- m) To add, delete and modify, as required, the Frequently Asked Questions in the IAAC website, for topics relevant to the MC and its subcommittees.

### **3 COMPOSITION**

- 3.1 The MC shall be composed by Chairs and Vice-Chairs of management committee and the management related subcommittees, including the Documentation Subcommittee, the Training Subcommittee, the Promotion Subcommittee, and those that may be formed in the future.
- 3.2 As indicated in IAAC Bylaws, the MC Chair and Vice Chair are elected by the General Assembly.

### **4 RESPONSIBILITIES**

- 4.1 The MC Chair's responsibilities are:
  - a) To ensure compliance with these Terms of Reference;
  - b) To chair MC meetings;
  - c) To report the General Assembly and Executive Committee about the work that is being carried out;

- d) To ensure that MC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
- e) To submit to the General Assembly, for ratification, all resolutions adopted by the MC;
- f) To distribute to committee members, through the IAAC Executive Secretariat, working papers for committee meetings at least two weeks before meetings;
- g) To act as the IAAC quality manager; support to implement, maintain and improve the IAAC Management System; ensure compliance with regional and/or international standards, guidelines and guides, applicable to IAAC, supervise the management system document control; supervise the control of programs of IAAC internal audits; supervise the control of the complaints and appeals; supervise the closing of Non Conformities that result from internal or external audits; perform necessary support activities in order to maintain and/or achieve the of the Multi-lateral Recognition Arrangements; participate in the required IAAC meetings; develop the operation reports that are required; support and promote the representation of IAAC in regional and international fora regarding this issue when required; perform all the activities relevant to its responsibilities; and
- h) To maintain the Vice-Chair informed on all of the current and planned activities.

4.2 The MC Vice-Chair's responsibilities are:

- a) To assist the MC Chair in the fulfillment of his/her duties;
- b) To replace the MC Chair in his/her absence or impediment; and
- 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 MC members' responsibilities are:

- a) To attend MC meetings and actively participate in ad groups when they are formed to undertake MC tasks;
- b) To formulate initiatives to assist the accomplishment of MC objectives;
- c) To opportunely perform tasks and responsibilities that they receive individually or as part of ad hoc groups;



- d) To report to the MC on activities undertaken;
- e) To implement the MC Work Plan and those of its subcommittees; and
- f) To contribute to the implementation of agreements and to abide by the instructions of the General Assembly.

## **5 MEETINGS**

- 5.1 The MC shall meet when considered necessary by the Chair, by the IAAC General Assembly, or by at least one third of the MC members. Additional meetings may be carried out virtually.
- 5.2 The MC shall meet at least once a year.
- 5.3 Draft agendas shall be distributed at least four weeks before the meeting.
- 5.4 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.5 Draft resolutions shall be distributed within one month after the meeting.