

TERMS OF REFERENCE FOR THE POLICY AND PRACTICE COMMITTEE

Purpose	The Committee is the conduit between the main IEMA Board and those relevant member steering groups engaged in policy and practice activities (to whom it provides strategic oversight).
Remit & Responsibilities	<p>In fulfilling its role, the Policy and Practice Committee will:</p> <ul style="list-style-type: none"> advise on key themes and areas of focus for member steering groups engaged in policy and practice activities. ensure that the work of all relevant member steering groups is effectively joined-up. agree an annual programme of work for all relevant member steering groups. review the progress of relevant steering groups in delivering their annual work programme and report to the IEMA Board. provide and receive advice from the IEMA Board on policy and practice priorities, to help guide IEMA's overall business plan and operations. comply with the Corporate Governance Code adopted by the IEMA Board.
Status	The Policy and Practice Committee is a subcommittee of the IEMA Board.
Membership & Constitution	<ul style="list-style-type: none"> The Policy and Practice Committee will comprise of up to 15 IEMA members and be chaired by a member of the IEMA Board (who is appointed by the IEMA Board). The Policy and Practice Committee will be open to representation from: policy and practice steering groups, regions, international, corporate, fellows and futures groups. Membership will be for a fixed period of three years and achieved by expressions of interest from the IEMA membership. This will entail a callout to members inviting them to set out how they meet the criteria of membership and existing Committee members then determining suitability. Membership will be diverse and inclusive.
Meetings	<ul style="list-style-type: none"> The Policy and Practice Committee will meet four times a year. The Chair will set the agenda, with relevant and appropriate papers produced by IEMA's policy team and circulated at least seven days in advance of each meeting. Any Policy and Practice Committee member who misses three consecutive meetings (without mitigating circumstances) will be deemed to have resigned from the Committee, with substitute attendees not permitted. Minutes and actions will be documented by a member of IEMA's policy team and agreed by the Chair, with circulation to take place within two weeks of each meeting.
Reporting	<ul style="list-style-type: none"> The Chair of the Policy and Practice Committee will report to the IEMA Board at each of its quarterly meetings. The focus of this reporting will include a progress update on the annual work programmes of relevant member steering groups. Matters requiring IEMA Board approval shall be brought to the attention of the Board by the Chair of the Policy and Practice Committee.