Terms of Reference of the International Affairs Committee

It is proposed to establish **seven committees** of the Board with responsibilities for

(i) HR, Risk & Governance, (ii) Elections & Nominations, (iii) Finance and Audit, (iv) CPD, (v) International, (vi) Journal & (vii) Membership Growth

1. Overall Purpose

The Board of the Irish Association of Social Workers CLG has established the International Affairs Committee (IAC) to support and advise the Board on all aspects of the international relationships and work of the Company. The Committee has been delegated the authority to review all policies and practices as they relate to the international aspects of the organisation and to recommend any changes to the Board to keep all that the organisation does is in line with legislative and regulatory requirements and best practice.

2. Terms of Reference

Specific functions of the Committee include but shall not be limited to -

a) Advising, representing and advocating on behalf of the IASW regarding social work at international, inter-jurisdictional levels, including forging, maintaining and developing appropriate links and collaboration with sister social work associations,
b) acting as the formal IASW link with the International Federation of Social Workers (IFSW) of which IASW is a member organisation,
c) preparing submissions and reports from IASW to IFSW,
d) participating in the projects set up by the IFSW and member organisations of IFSW, particularly BASW-NI,
e) participating at IFSW Delegates Meetings (*see note at '5' below),
f) in-putting to policy development at the European and Global levels,
g) initiating, organising and participating in relevant international social work events.

3. Membership

The Committee is appointed by the IASW Board. It will include the Chairperson of the Board and up to five non-Director members of the organisation and up to two non-members (of IASW) with specialist expertise (who will not be staff), to assist with its work. The term of office for members of the Committee will be three years, renewable for one further term either consecutively or cumulatively. Particular attention should be paid to ensuring as far as possible that IASW representatives on international committees are drawn from membership of the IAC. Particular attention should be paid to ensuring as far as possible that IASW representatvies on the international committee are drawn from membership of the IAC i.e. IFSW representatives.

The Board will appoint the chair for a two-year term, which can be extended for a maximum of second two-year term either consecutively or cumulatively.

If a person appointed while a Director is no longer on the Board, they may continue to participate in the Committee with the Board's approval as a non-Director within their overall terms of membership always provided there is at least one current director member of the committee.

The IASW Office Administrator will not be a member of the committee, he/she will provide administrative support to the committee, including to attend it's meetings, and undertake the role of minutes secretary. Administrative support can only be provided at the four committee meetings.

Honorary Members of IAC shall be persons who in the opinion of the Board have done distinguished work furthering the objecitves of the Association and the IAC. The may be elected at a Board meeting on the nomination of the Board of Directors, and those persons so elected shall become honorary members of the IAC for life.

4. Meetings and Reporting

It is envisaged that the extent of work to be undertaken by the Committee will require it to meet a minimum of four times per year. Meetings will be scheduled by the Board as part of the annual calendar of organisation meetings. Additional meetings may be requested by the Board or proposed by the Committee itself.

The quorum will be 50% of the members (rounded up if necessary) provided that this is never less than three people and that it includes at least one director.

Supporting documentation must be sent to Committee members no later than 5 days in advance of a meeting date. A record of proceedings at meetings will be taken and circulated to all Committee members within one week after each meeting. The Committee will report to the Board on the outcome of its meetings and, following each meeting, forward a copy of the minutes to the Secretary of the Board. The minutes, together with any documents as will assist in understanding the Committee's work, will form part of the report of the Committee to the Board. The Chairperson of the Committee will attend the AGM, present the Committee's annual report, and respond to member's questions on the activities of the Committee.

5. Resources

Members of the Committee, with prior permission from the Board, may seek independent advice which it considers necessary to discharge its obligations. The Committee may ask the Board for permission to seek any information it requires from any committee, employee of, or contractor to the company in order to perform its duties and to ask any of the above to attend a meeting of the Committee to assist it in its work.

The IFSW Europe Delegates Meeting occurs in different European countries, a budget is allocated for travel and accommodation for two Committee members to attend and this budget is reviewed periodically.

6.Representing IASW at IFSW Europe or Global

Any nominations or proposed nominations of IASW to represent the IASW Association at IFSW or other international committees, working groups or project groups must have prior approval of the IASW Board. Any IASW member appointed to sich international committee or group must be a member of the IAC Committee and their IAC membership will continue for the duration of their representative role on behalf of IASW.

7. Code of Conduct

7.1 Committee members will: -

- maintain confidentiality unless authorised to speak on matters outside of meetings.
- respect organisational, board and individual confidentiality.
- declare any conflict of interest, or any such circumstances as may be viewed by others as conflicting as soon as it arises.
- not break the law or go against any regulations in force.
- support the organisation's aims and objectives and actively promote them.
- abide by the organisational policies and procedures.
- not represent or speak to the media or any public forum about the business of the IASW without the prior knowledge and approval of the Chair of the Board or COO.
- when speaking as a private citizen, aim to uphold the reputation of the organisation and those who work and volunteer for it.
- not personally gain from their role as a committee member, nor permit others to do so as a result of their actions or negligence.
- document expenses and seek reimbursement according to agreed procedures.
- not accept gifts or hospitality without the consent of the Chair of the Board or COO.

Approved by the Board on; 7th May 2025

Chairperson's Signature; _____ **Date: 7th May 2025.**