

TERMS OF REFERENCE

IPS Consultative Committee

1. Purpose:

To provide a forum for members of the Management Executive Group (MEG) to consult formally with Branch and Special Interest Group (SIG) Coordinators and for the Coordinators to discuss and raise issues on behalf of their branch or special interest group. Consultative committee members actively engage in and shape the strategic direction of the society.

2. Accountable to:

IPS MEG

3. Objectives:

The overall responsibilities of the Committee are to:

- Receive and scrutinise reports from each Branch and SIG Coordinator on recent activities, examine and support delivery of actions.
- Consider and discuss issues brought to the committee from the MEG
- Advise the MEG on the views of the members in relation to IPS business and strategy development.
- To identify how Branches and SIGs can support the effective delivery and implementation of the IPS Strategic plan.

4. Membership

Title	Main areas of responsibility at CC meetings	Tenure of Office
President	Chair meetings of the Consultative Committee	2 year
Treasurer	Respond to financial issues raised by the Committee	2 year
Vice President	Chair the meeting in the absence of the President	2 year
Branch and Special Interest Group Coordinators	To account for and report on the activities of the branches and progress against the Branch and SIG business plans	2 year
Country Lead MEG members	Provides a country perspective	2 year

Business Group Leads and other officers will attend meetings when required by the Committee or when they have issues on which they wish to consult.

5. Chair of Consultative Committee

The President of the Society will chair the meeting. In his/her absence the chair will be the Vice President or other honorary officer.

6. Decision Making

Decisions and actions will be recorded within the meeting summary. Meetings will be minuted and the approved minutes made available on the IPS website.

Group members are expected to complete actions assigned to them as per the timescales agreed at meetings or through other forms of communication.

7. Voting rights

All **members** of the Committee will have full voting rights with the President having a casting vote in the event of a tied vote. Business Group Leads in attendance do not have voting rights.

A quorum of the Committee is at least 50% of Branch and SIG Coordinators (or their representatives) and two Honorary Officers.

8. Meeting arrangements

The Consultative Committee will meet twice a year.

9. Meeting Papers Arrangements

Agenda, papers and minutes will be provided and distributed at least 7 days prior to the next meeting. All meeting papers will record action points.

Reports will be submitted to the secretary 2 weeks prior to each meeting to allow circulation with agenda.

Meeting minutes will be circulated to the CC members within 8 weeks of the meeting.

Meeting minutes will be made available on the IPS website once ratified.

10. Confidentiality

Private meetings.

11. Financial arrangements

Reasonable expenses incurred while on IPS business will be paid in line with the Standard Operating Procedure (IPS Expenses) and in accordance with the Articles of Association and IPS Regulations.