



Executive Committee Terms of Reference

1. Committee name

IFM Executive Committee

Also known as Executive, Exec', Executive Team

2. Purpose and objectives

Purpose

The Executive shall be responsible to the Board of Trustees to implement the strategy and supporting business plans for the effective and efficient running of the Institute, in line with the requirements of the Charities Act.

Objectives

1. Deliver the Institute's Charitable Objects, Five Year Strategic Plan and supporting business plans in support of its charitable objects
2. Formulate, recommend to the Trustees and implement the Institute's Standards (policies and procedures etc.) for the advancement of the Institute's objectives
3. Formulate and propose the budget for Trustees' approval
4. Provide reports on progress against business plans to the Board of Trustees, to the Advisory Council and to the Membership
5. Provide welfare and manage performance of its committees, employees and people

Activities

1. Review progress of income and expenditure through the year and provide the Annual Statement of Accounts for the Board to approve.
2. Review investments, trust funds, bequests and other sources of funding
3. Review the categories of membership and the associated fees
4. Receive and review reports from committees, groups and branches
5. Propose/revise the Terms of reference for such committees and groups and review the operating rules for Branches when required.
6. Consider agreements and relationships with other organisations working in fields of interest of the Institute and recommend appropriate actions to the Trustees
7. Propose candidates for awards, grants or rewards of any kind.
8. Admit or remove individual members in cases of infringement of the rules of the Institute or the requirements for Chartered status – on recommendations by the Membership Committee
9. Carry out such other functions as designated by the Trustees as necessary to achieve the objectives of the Institute

3. Authority

Decision making

The Executive Committee shall have the Executive authority to run the majority of the Institute's business as delegated by the Board of Trustees. Levels of decision making that the Executive must take to the Trustees are:

- Changes to the Rules
- Expenditure for any one contract of £50,000 or more
- Any matters that are expected to have a significant impact on the IFM members or its business

Reporting

The Executive shall report every 6 months to the Trustees on progress with the Strategic Plan and supporting business plans. It shall also provide other reports as requested by the Trustees.

The Executive shall support the Trustees in preparing the annual report that meet the requirements of the Charities Commission and in preparing the annual report to the Annual General Meeting. The Executive shall draft the Annual report for approval by the Board.

4. Membership

Appointments

Members of the Executive shall be appointed by the Board of Trustees. They shall be appointed for terms defined by the Trustees, usually 1 – 3 years. Review and re-appointment will be performed by the Trustees.

Experience and criteria

Executive appointments shall be based on matching skills, experience and competence to the requirements of each post. The following experience and criteria shall be required across the team.

- Chairing meetings
- Providing a Secretariat
- Running a membership organisation
- Being a member of the IFM
- Diversity of background – to reflect that of its membership and, if possible, wider society

Roles

Positions on the Executive Committee shall include at least:

- Chairman, responsible for the effective operation of the Committee
- Secretariat
- Director of Finance
- Director of Operations
- Director of Training
- Director of Membership
- Director of Policy
- Director of External Relations
- Any other Director position as designated by the Trustees

Supporting roles to the Executive Committee shall be:

- Scotland representative (chair or designate)
- Ireland representative (chair or designate)
- Wales representative (chair or designate)
- Marine representative (specialist section – chair or designate)
- Fish and their Environment (specialist section - chair or designate)

- Other supporting roles as designated by the Executive

Number of members

Numbers are not designated as membership is open to review as described above. No quorum is required as these are the people running the Institute's business on a day to day basis.

Trustees

Trustees are welcome to attend Executive Committee meetings to maintain contact, relationships and communication. However, normally no more than 2 Trustees shall attend an Executive meeting at one time.

5. Meeting arrangements

Frequency and location

There shall usually be 4 meetings per year. There can be more or fewer depending on agreement by the Executive, depending on requirements for effective operation of the charity.

Meetings shall usually be held in-person and by video-conference.

Protocol for papers to be presented

Papers for meetings shall be circulated at least 1 week before the meeting, using the Institute's preferred format. Minutes shall be finalised and approved within 2 weeks of the meeting and published on the IFM website within 4 weeks.

6. Review

These Terms of Reference shall be reviewed every two years. The next due in July 2023.