



Advisory Council Terms of Reference

1. Committee name

IFM Advisory Council

2. Purpose and objectives

Purpose

The Advisory Council shall act as a representation of the IFM membership and partner organisations in advising the Executive and Trustees in the pursuance of the IFM's aims and objectives.

Objectives

1. Advise on the development of the Institute's Five-Year Strategic Plan and supporting business plans
2. Advise on the formulation of the Institute's Standards (policies and procedures etc.) for the advancement of the Institute's objectives
3. Advise on the budget
4. Receive reports on progress against business plans on behalf of the membership
5. Assist in the delivery of the Institute's objectives through individual actions and working groups
6. Watch over, promote and protect the interests of the members of the Institute

Activities

1. Assist in the review process of income and expenditure
2. Assist in review of categories of membership and associated fees
3. Provide and review reports from committees, groups and branches
4. Advise on the terms of reference for committees and groups
5. Consider agreements and relationships with other organisations working in fields of interest of the Institute and advise on appropriate actions to the Executive
6. Propose candidates for awards, grants or rewards of any kind, and review those proposed.
7. Advise on the admission or removal of individual members in cases of infringement of the rules of the Institute or the requirements for Chartered status – on recommendations by the Membership Committee
8. Carry out functions as requested by the Executive or Trustees as necessary to achieve the Institute's aims and objectives.

3. Authority

Decision making

The Advisory Council shall have no executive authority for decision making. However, its purpose is to be a forum to represent the IFM membership, which is the ultimate decision making body for the Institute (through voting at a General Meeting). The Executive Committee and Board of Trustees shall therefore take strong note of the views of the Advisory Council.

Reporting

Members of the Advisory Council shall provide reports to the committee at its meetings to provide updates on progress of branches, specialist sections and other activities,

4. Membership

Appointments

Members of the Advisory Council shall be appointed by the membership at the AGM. They shall be appointed for terms of 1 – 3 years. Members can be co-opted for a specific reason and for a set period of time. Nominations for appointment can come from the Trustees, Executive Committee or Advisory Council.

Experience and criteria

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
- Fisheries science / management and Regional / branch variations of the Institute

Representation

Roles / positions on the committee shall include at least:

- Chairman responsible for the effective operation of the committee
- Secretariat
- Branch representatives – to provide engagement with the membership
- Specialist section representatives
- Representatives of partner organisations. E.g. (but not exclusively): Inshore Fisheries Conservation Authorities, Wildfish, Wild Trout Trust, the Rivers Trusts, FSBI
- The Board of Trustees (but with no voting right)
- The Executive Committee (with no voting right)

Number of members

The membership shall be reviewed as required, as advised by the Executive Committee. It shall usually have in the order of 20 – 30 members. It shall have a quorum of 10 and, where appropriate, decisions may be made by electronic mail subject to the same quorum.

Trustees

Trustees are invited to meetings to maintain an effective engagement with the Advisory Council in its role as a representation of the Membership.

5. Meeting arrangements

Frequency and location

There shall usually be 2 meetings per year. A workshop in the summer (usually June) and a normal meeting in the winter (usually December). Meetings shall usually be held in-person and by video-conference.

Protocol for papers to be presented

Papers for meetings shall be circulated at latest 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 February 2025.