

I.1. BOARD COMMITTEES

These are the most formal committees which are core to the organisation's functioning and facilitate the business of IAPB. Board Committees comprise of the following:

- 3.1.1 Executive
- 3.1.2 Audit
- 3.1.3 Advocacy & Public Relations
- 3.1.4 Nominations
- 3.1.5 General Assembly (Organising & Programme)

These are permanent committees with the exception of those formed in relation to the General Assembly (organising and programme committees).

In general, all Board Committees should adopt the same approach to membership, meetings and reporting as described below unless specified otherwise in the respective Committee's Terms of Reference.

MEMBERSHIP

CHAIRMAN OF THE BOARD COMMITTEES

- The Chairman of the Committee is appointed by the Board from among the Trustees (with the exception of the Executive's Committee, where the Chairman of the Board will automatically be chair).
- Committees can have two co-chairs if required.

MEMBERS OF THE BOARD COMMITTEES

- Members are appointed by the Board, after consultation with the Chair of the Committee.
- Source for members: IAPB Board of Trustees, IAPB Council of Members, external experts (with the exception of the Executive Committee)

TYPE OF MEMBERSHIP

Named individuals, not organisational

TENURE

4 years + 4 years

SIZE

< 12

MEETINGS

- The Committees should meet at least once a year, face-to-face. An exception is the Executive Committee, which usually meets at least 4 times a year or more, to carry out functions on behalf of the Board.
- Additional meetings can be held as required, at the discretion of the Committee Chairs, preferably by electronic communication or teleconference.

REPORTING

- All Board Committees shall circulate minutes of their meetings to their respective Committee members and further distribution is subject to the Committee Chair's discretion.
- The Chairman of the Board Committees shall report in the Board of Trustees Meetings.

I.I.I.I. EXECUTIVE COMMITTEE

PURPOSE / RESPONSIBILITIES

The primary role of the Committee is to act on behalf of the Trustees between Board Meetings and to provide advice and support to the Chief Executive on strategic issues.

The specific functions of the Executive Committee are:

- To consider strategic issues as they arise from time to time between Board meetings;
- To act on behalf of the Board in conducting urgent business between Board meetings;
- To ensure alignment of the annual business plan, activities and operations with the Board approved strategic plan;
- To receive quarterly financial reports;
- To provide advice to the Chief Executive on other matters as they arise;
- To approve the staff remuneration policy;
- To determine the remuneration of the Chief Executive;
- To approve the annual remuneration reviews of senior management as recommended by the Chief Executive;
- To undertake any other responsibilities as delegated by the Board;
- To advise the trustees on the financial implications of the organisation's strategic plans and major financial issues which arise and which are outside the agreed boundaries of management authority;
- To guide and advise the Board in the approval of medium-term financial plans and targets, budgets, accounts and financial statements within the agreed financial policy framework;
- To maintain an overview of the financial performance and position of the charity over time.

EXERCISE OF DELEGATED POWERS

If, in the Committee's opinion a matter arises, in the course of exercising its delegated powers that warrants the attention of the Board the Committee will refer it to the Board for direction or determination.

COMPOSITION AND TERMS OF MEMBERSHIP

The Committee will be composed of the following voting members:

- President and Chairman of the Board (Chairman)
- Vice-President
- Treasurer
- Two members of the Board elected by secret ballot by the Board with a two year term of office. Re-election is possible¹

In attendance (non-voting):

- Chief Executive Officer
- Other senior members of staff, Board members or other special invitees at the discretion of the Chairman.

MEETINGS

The Committee will meet either face to face or by teleconference at least four times a year. Two of these meetings will be held face to face at the time of Board and Council meetings.

¹ At the 20/09/2012 Board meeting three members of the board received equal number of votes and it was therefore unanimously decided to extend the number of Board representatives on the Committee from two to three.

Additionally a meeting may be called at the discretion of the Chairman or at the request of two other members of the Committee.

Minutes

Minutes of the Committee's meetings will be kept and circulated to the members of the Committee as soon as possible after the meeting.

Report to the Board

The Committee shall send either a formal report or a copy of the minutes to the Board as soon as possible following its meetings.

Resolutions

Decisions at a meeting of the Committee must be determined by a resolution passed by a majority of votes of those present and voting. The Chairman will not have a casting vote.

Quorum

The quorum for a meeting shall be not less than three members.

COMPOSITION

Chair:	Bob McMullan (IAPB President and Chairman of the Board)
Member(s):	Johannes Trimmel (IAPB Vice President); Adrian Poffley (IAPB Treasurer); Abdulaziz AlRahji, Serge Resnikoff, Kathy Spahn (Board members)
In attendance:	Peter Ackland (IAPB CEO)

1.1.2. AUDIT COMMITTEE

PURPOSE

The Audit Committee is authorised by the IAPB Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, Board or Committee member, or other voluntary worker for IAPB and the VISION 2020 programme.

The Audit Committee is authorised to obtain outside legal or other independent professional advice within reason and budget, and to secure the attendance of outsiders with relevant experience and expertise if the Committee considers this necessary.

RESPONSIBILITIES

The role of the Audit Committee is to provide assurance to trustees, members and donors that the design of and compliance with systems and controls in place provide reasonable comfort that the resources of IAPB are effectively managed, allocated and utilised. This will be achieved within some of the following specific duties:

- To oversee the process for selecting the external auditor and make appropriate recommendations to the IAPB Board;
- To consider the appointment, and assess independence, of external auditor;
- To review the external auditor's annual audit fee and letter of engagement and pre-approve any fees in respect of non-audit services; and that it does not impair the external auditors' independence or objectivity. When necessary, to discuss with the external auditor before the audit commences, the nature and scope of the audit and to review auditors' quality control procedures and steps taken by the auditor to respond to changes in regulatory and other requirements;
- To review the external auditor's management letter and management's response;
- To commission ad hoc reviews as necessary, arising from or in addition to the work of the auditor, from the appropriate source;
- To review the risks involved, in implementing VISION 2020: The Right to Sight and approve the risk statement to be included in the annual accounts;
- To ensure in close cooperation with IAPB management, that an appropriate financial policy framework is in place to guide the charity's financial decision-making;
- To oversee the preparation and presentation of the charity's statutory accounts;
- To understand the accounting procedures and key internal controls to be able to ensure the Board that the financial integrity of the charity is sound;
- To keep the board informed about its financial responsibilities.

MEMBERSHIP

- The Chairman and Members of the Committee will be appointed by the IAPB Board for a period of four years.
- Each member of the Audit Committee may be reappointed for a second term of four years but no individual may serve on the Audit Committee for more than two consecutive terms.
- The Audit Committee will consist of at least of three IAPB members plus the Treasurer. External members may also be appointed with the consent of the Board of Trustees.
- The quorum necessary for the transaction of business shall be three members.
- The Chairman of the Audit Committee shall be the Treasurer.
- The IAPB Chairman and a representative of the external auditors shall attend meetings at the invitation of the Committee.

MEETINGS

The Audit Committee shall hold at least one meeting a year and work to a formal agenda. Meetings may be held by e-mail and teleconference. Where appropriate, meetings should coincide with key dates in the IAPB's financial reporting cycle.

Members of the Audit Committee, External Auditors or the IAPB Chairman may request a meeting if they consider that one is necessary.

REPORTING

Minutes of the Audit Committee meetings shall be circulated to the Committee members, and be available to all members of the IAPB Board.

The Chairman of the Committee shall report in the Board of Trustees Meetings.

COMPOSITION

Chair:	Robert Chappell
Member(s):	Phillip Albano; Brian Doolan; Caroline Harper; Adrian Poffley
In attendance:	Peter Ackland; Blandine Labry

1.1.3. ADVOCACY & PUBLIC RELATIONS COMMITTEE

PURPOSE

The Advocacy and Public Relations Committee, on behalf of the Board of Trustees, is to develop, co-ordinate and conduct advocacy in order to align the policies and practices of governments, professional associations, development organisations, and other relevant bodies and institutions with the objectives of “VISION 2020: The Right to Sight”.

RESPONSIBILITIES

In fulfilling this role, the Committee will:

- develop 4 year strategies with detailed annual plans for both advocacy and public relations around the VISION 2020 objectives, and regularly monitor their progress;
- engage effectively with VISION 2020 members, so that they fully “buy-in” to these plans and contribute to their implementation;
- work with IAPB Regional Chairs and structures to encourage united and concerted action along a continuum from grass roots to national and regional levels;
- create practical resources for organisations to use in their own advocacy and public relations activities and ensure these resources are readily accessible, perhaps through the creation of a resource centre;
- act as a focal point and a clearinghouse for information exchange between members about their individual initiatives, and facilitate shared learning wherever possible;
- maximise the potential of World Sight Day for effective advocacy and public relations and fundraising initiatives
- develop an ambassador system with appropriate guidelines and policies to govern their activities;
- facilitate collaboration with other relevant agencies, especially those committed to the Millennium Development Goals and its related campaigns such as the ‘Global Call for Action’;
- specifically target national governments – in developed countries, so that they contribute to the achievement of VISION 2020 goals; and in developing countries, so that they participate in the development of comprehensive and quality service systems

MEMBERSHIP

- The Chairman of the Committee will be appointed by the Board from among the Trustees.
- The members will be appointed by the Board, on the recommendations of the Committee Chair.
- Type of membership: Named individuals, not organisational
- Individuals with appropriate experience, without connection to a specific organisation, will not be excluded from membership.
- WHO shall be represented on the Committee as ex-officio.
- The membership should be balanced, as much as feasible, in terms of regions and areas of expertise.
- The work of the Committee will be supported by designated IAPB staff who will be ex-officio members of the Committee.

MEETINGS

The Committee will meet face-to-face twice a year and may meet at other times as needed.

REPORTING

- Minutes of the meeting shall be circulated to the Committee members and further distribution is subject to the Committee Chair’s discretion.
- The Chairman of the Committee shall report in the Board of Trustees Meetings.

COMPOSITION

Chair: Kovin Naidoo
Member(s): Abdulaziz AlRajhi; Mohammed Tawfik Bellow; Brian Doolan; Rainald Duerksen; William “Bill” Felch; Jennifer Gersbeck; Caroline Harper; Lindsay O’Connor; Ravilla D. Thulasiraj; Ahmed Trabelsi
In attendance: Peter Ackland; Joanna Conlon

I.1.4. NOMINATIONS COMMITTEE

PURPOSE / RESPONSIBILITIES

- Develop a document for the "Policy and Procedures on Nominations and Elections" to be approved by the Board
- Nominate candidates for election to officer positions from among the Council of Members.
- Provide list of nominations to the Board of Trustees, for conducting elections.
- Frame rules for selection of person for Named Orations/Lectures at an Assembly, in consultation with Board of Trustees.
- Nominate persons for all Awards and named lectures to be given at a General Assembly

MEMBERSHIP

Appointment of

- Chair: By committee members
- Members: By Board from Council

Type of membership : Named individuals

Source for members : IAPB Council of Members

Tenure : 4 years beginning new quadrennium

Size : 6 members (including Chair)

“No member of the nominations committee may be a candidate for any office, for which that nominations committee is responsible for nominating candidates.”

MEETINGS

Once a year, with additional meetings if required, through electronic mail / teleconference

REPORTING

The nominations committee will provide updates to the Board of Trustees and Council of Members, on the nominations process.

COMPOSITION

Chair: Robert Chappell
 Member(s): Abdulaziz AlRajhi; Brian Doolan; Caroline Harper; Bruce Spivey

1.1.5. GENERAL ASSEMBLY COMMITTEE [ORGANISING & PROGRAMME]

BACKGROUND

The General Assembly of IAPB brings the key players from among eye care providers, International Non Governmental Organisations, UN Organisations, representatives from Civil Society, corporations, and all those who share the vision of achieving a world without needless blindness.

A General Assembly will be held once every four years or as considered appropriate by the IAPB Council of Members.

The Assembly will be open to all eye care providers around the world and will provide a forum for people involved in the fight against blindness and visual impairment to share information and exchange ideas.

The Assembly shall be held on rotation in the seven regions of IAPB each quadrennium.

The dates and venue for an Assembly will be decided by the Board on the recommendation of the CEO after consultation with regional representatives in the host region.

The venue for an Assembly to be selected based on the following factors:

- Facilities available
- Costs involved
- Support from local/national government/administration
- Political situation in the country (safety for different nationals etc.)
- Easy travel access from different parts of the world
- Transport in the city

All participants at an Assembly shall pay a registration fee without exception. The registration fee and facilities to be covered by the fee during the Assembly shall be decided by the CEO in consultation with the Organising Committee and is endorsed by the Board or Trustees.

Facility to be provided for Exhibitors (equipment manufacturers and NGOs) to showcase appropriate equipment, projects etc.

The expenses for an Assembly will be met through registration fee from participants, exhibitors' fee, support/donations from members, corporations, individuals, governments etc.

The CEO shall be responsible for organizing an Assembly with the assistance of an organizing committee, if needed, and programme committee appointed for each Assembly, and a local organizing committee set up in the host country/region.

GENERAL ASSEMBLY ORGANISING COMMITTEE

Organising Committee will be responsible for-

1. Finalising the dates and venue
2. Finalising the schedule for the meetings
3. Preparing the budget
4. Fixing the registration fee and process
5. Set up the fee and policy for the Exhibition
6. Prepare formal agreements with the Local Organising Committee, WHO and any other partnership groups for conducting the Assembly
7. Dissemination of information about the Assembly

GENERAL ASSEMBLY LOCAL ORGANISING COMMITTEE

Local Organising Committee will be responsible for -

1. Accommodation
2. Visa requirements
3. Coordinating the meeting facilities
4. Coordinating the exhibition
5. Local transport and travel
6. Sightseeing tours
7. Social programme

GENERAL ASSEMBLY PROGRAMME COMMITTEE

Programme Committee will be responsible for –

1. Agree on the theme of the Assembly
2. Develop the programme (plenary, symposia, courses based on the theme
3. Development guidelines for abstract submissions (invited talks, free papers, posters)
4. Guidelines for manuscript submissions
5. Set up a team of rapporteurs to report on the Assembly for the Proceedings
6. Arrangements for Poster display
7. Coordination with all speakers/presenters to finalise the programme.
8. Printing and publication of the Assembly material – announcements, programme books, abstract books etc.