



POLICY AND STRATEGY COMMITTEE

TERMS OF REFERENCE

1. ROLE

The purpose of the Policy and Strategy Committee is to provide the AASSREC Executive Council with expert advice and guidance with respect to the development and oversight of strategy and policies. The Committee will perform the following responsibilities:

- Review, develop and implement a governance framework to ensure best practice strategy, policy, planning and decision making.
- Develop, review, and endorse policies and strategies prior to submission to the Executive Council.
- Inform AASSREC's strategic direction, including prioritisation and policy responses.
- Enhance awareness and understanding of emerging policy and operational issues.
- Develop AASSREC's position on regionally significant issues and provide guidance on sub-regional and regional strategy matters.
- Consider other matters referred to it by the Executive Council

2. COMMITTEE MEMBERSHIP

The Policy and Strategy Committee comprises of:

- A Committee Chair, recommended and appointed by the Executive Council
- Up to five members, representing AASSREC member organisations

Committee members are nominated by AASSREC member organisations and appointed by the Executive Council.

The Committee composition shall seek to balance representation with regard to gender, geography, and social science disciplines.

Proxy membership will be approved with the prior agreement of the Chair. The Committee may invite additional persons to participate in meetings if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

The AASSREC Secretariat will provide support to the committee and the Secretary-General will act as Committee Secretary.

3. MEMBERSHIP TERM

The term of membership of the Policy and Strategy Committee is three calendar years (commencing 1 January) with possibility of single renewal. New members appointed to fill vacancies will be considered to have commenced their term in the year of appointment.

4. COMMITTEE CHAIR

The Committee Chair is responsible for working with the AASSREC Secretariat to ensure effective operation of the Policy and Strategy Committee. The Committee Chair will attend meetings of the Executive Council during their term and will report to the Executive Council the advice and relevant activities of the committee.



5. COMMITTEE MEETINGS:

The Policy and Strategy Committee will meet a minimum of once per year, primarily by video conference, with additional meetings to be scheduled as needed.

The Committee Chair shall, in consultation with the Secretariat, create an annual meeting plan. Committee meetings will be scheduled at the discretion of the Committee Chair but in consultation with other Committee members and the AASSREC Secretariat.

The Committee Chair and Secretary-General shall prepare meeting agendas. Meeting agendas and papers will be circulated to Committee members prior to the meeting. The Committee shall keep minutes of each meeting in English.

6. WORKING MODALITIES

Members of the Committee are expected to dedicate on average four hours per month to the task. This includes the attendance of online meetings and the active engagement outside formal meetings in pursuing and implementing agreed actions and responsibilities.

The Committee will conduct its work via online communications. Any authorized travel expenses incurred by a committee member in the course of their work will be covered by AASSREC.

7. CONFLICTS OF INTEREST

Members of the Committee will be asked to declare material conflicts of interest annually and at each meeting with respect to applications or proposals being considered.

8. REVIEW OF TERMS OF REFERENCE

The Policy and Strategy Committee will review these terms of reference every three years or more often as required and will provide advice to the Executive Council on any subsequent changes or amendments.

9. ENDORSEMENT

These terms of reference have been reviewed and endorsed by the AASSREC Executive Council on 5 October 2023.