

Document name and version	2.6 Terms of Reference of Advisory Board
Policy Number	2.6
Policies that Interact with Policy 2.6	<p>Policy 2.1 IICP College's Quality and Governance Framework; (I) Quality Assurance</p> <p>Policy 2.2 IICP College's Quality and Governance Framework; (II) Governance</p> <p>Policy 2.3 IICP College's Quality and Governance Framework; (III) Documented Approach to Quality Assurance</p> <p>Policy 2.4 IICP College's Quality and Governance Framework; (IV) Business Continuity, Resilience & Risk Management</p> <p>Policy 2.5 Terms of Reference of Board of Directors</p>
Approval Body	Board
Date of Approval	February 2020
Date of coming into force	25 th January 2021
Date of Review	2025
Revisions	<p>14TH April 2021:</p> <p>Changes to membership, section 7, to clarify that members are drawn from public and private higher education, and may be national or international, with a distribution that depends on the mission and needs of the College.</p> <p>Clarification of scope, membership, Chair and Secretary roles, and reporting arrangements.</p> <p>20th July 2022:</p> <p>Clarification of purpose of Advisory Board as established by the College President for a specific purpose.</p>

1. Preamble.

- 1.1. The Advisory Board, through the President, contributes to setting out and executing IICP College's Strategic Plan.
- 1.2. The Advisory Board is an ad hoc body, established by the College President for a specific purpose.

2. Scope.

- 2.1. This is an overarching policy that applies to the College's governance and planning functions.

3. Roles and Responsibilities of the Advisory Board.

- 3.1. The purpose of the Advisory Board is to bring an independent, objective and external perspective to the Strategic Planning Process in IICP College.
- 3.2. The Advisory Board advises the President on the strategic direction of the College, and on actions and initiatives that will facilitate the College to perform at the highest levels.
- 3.3. The Advisory Board, through the President, provides expertise and an independent perspective to the Board of Directors on the College's effectiveness in meeting its strategic goals.
- 3.4. The specific responsibilities are:
 - 3.4.1. Providing advice and guidance to the College President on:
 - 3.4.1.1. The review, development and implementation of the Strategic Plan, which sets out the overall goals for IICP College for the specified period;
 - 3.4.1.2. The College's approach to quality assurance and enhancement and reviewing the effectiveness of such policies and procedures;
 - 3.4.1.3. The effectiveness of the College in achieving its objectives.

4. Roles and Responsibilities of College in relation to the Advisory Board

- 4.1. The responsibilities of the College in relation to the Advisory Board are:
 - Ensuring that new members are provided with relevant College information including a copy of the most up-to-date version of the "Quality Assurance Manual," and the Strategic Plan;
 - Ensuring that all members are provided with required information in a timely manner.

4.2. The responsibilities of the President in relation to the Advisory Board are:

- To appoint members of the Advisory Board;
- To initiate discussion and consultation on proposals concerning the College's future;
- As and when appropriate, to present proposals to the Advisory Board;
- In consultation with Quality Assurance and Registry departments, to present organisational reports on the operations and performance of the College during the period of the Strategic Plan.

4.3. The Board of Directors shall:

- Determine the financial constraints within which strategic planning operates;
- Ensure compliance with all necessary legislation and regulation.

5. Procedures.

5.1. *Frequency of meetings:* The Board will meet at the request of the President of IICP College. Meetings may be held remotely.

5.2. *Notice of Meetings:* Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers will be forwarded or notified to each member of the Board, and any other person required to attend, no later than ten working days before the date of the meeting.

5.3. The Advisory Board may, from time to time, appoint such and as many committees, consisting either wholly or partly of members of the Advisory Board, as it thinks necessary to assist it in the performance of its functions and may assign to those committees such of its functions as it thinks fit.

6. Quorum.

6.1. The quorum necessary for the transaction of business shall be one half of the members of the Board.

7. Membership.

7.1. *Composition:* The Board will be comprised of:

- IICP College President;

- Up to 4 members external to the College.

Other people may be invited by the Chair to attend all or part of any meeting.

7.2. *Appointment:* The President appoints Advisory Board members based upon their areas of expertise and interest. The members are drawn from public and private higher education, and may be national or international, with a distribution that depends on the mission and needs of the College.

7.3. *Duration of appointments:*

7.3.1. The term of office of a member of the Advisory Board shall be three years. Members may be appointed for a further term.

7.3.2. A member of the Advisory Board who is absent from all meetings of the Advisory Board for a period of six consecutive months, unless the absence was due to illness or was approved by the Advisory Board, shall at the expiration of that period of absence cease to be a member of the Advisory Board.

7.4. *Chair:*

7.4.1. The Chair is appointed by the Advisory Board and may be internal or external to the College.

7.4.2. The role of the Chair of the Advisory Board is:

- to provide leadership.
- to promote the well-being and efficient operation of the Advisory Board.
- To ensure that the Advisory Board operates in accordance with its documented policies and procedures.
- to take care that the Advisory Board observes the principles of good governance.

7.5. *Secretary:*

7.5.1. A member of the Advisory Board shall be appointed as Secretary by the Advisory Board.

7.5.2. The responsibilities of the Secretary of the Advisory Board are:

- Ensuring meetings are effectively organised and minuted.
- Maintaining effective records and administration.
- Upholding the requirements of Advisory Board documents.
- Communication and correspondence.

7.5.2.1. A staff member who will act as minute taker may be appointed.

8. Code of Conduct

8.1. The Advisory Board places the highest priority on promoting and preserving the health and safety of IICP College staff and learners.

8.2. Members must maintain confidentiality in relation to all discussions and deliberations of the Advisory Board and will treat in the strictest confidence all information received in their capacity as members or attendees at meetings of the Advisory Board.

8.3. *Conflict of Interest:* All nominees are required to declare any conflict of interest.

9. Reporting.

9.1. At its discretion, the Board may provide written advice for consideration by the College's governance structures.