

Member Engagement Committee

Terms of reference

These terms of reference for the Member Engagement Committee (**Committee**), and any amendments thereto, will be approved by the IPC Governing Board.

1. Authority

- 1.1 The Committee is appointed by and is accountable to the IPC Governing Board. The IPC Governing Board has the sole power to grant authority to the Committee, and the Committee has no authority that does not come from the IPC Governing Board. The Committee may, however, carry out such tasks as delegated to it by the IPC Governing Board.
- 1.2 The Committee has no authority to make decisions for or on behalf of the IPC, or to incur any expense or bind the IPC to any financial or other commitments. The Committee is advisory only and can only make recommendations to the IPC Governing Board (if within its mandate to do so).

2. Role

- 2.1 The Committee will be responsible for the following:
 - (a) Advising the IPC Governing Board on ideas and proposals for optimising services to members, identifying opportunities and challenges affecting members; and improving two-way communication channels with members.
 - (b) Advising on such other matters within its area of responsibility as the IPC Governing Board may request.

3. Membership

- 3.1 The Committee will ordinarily consist of around five members, including a member of the IPC Governing Board. One such member will be appointed as chairperson of the Committee (but which may not be a member of the IPC Governing Board).
- 3.2 The Committee will be appointed by the IPC Governing Board on the recommendation of the Nominations Panel (except for the member of the IPC Governing Board, who will be appointed by the IPC Governing Board on the recommendation of the IPC President).
- 3.3 The process for appointment of members (other than the IPC Governing Board member) will be as follows:

- (a) All Committee positions will be publicly advertised and will be appointed through an open recruitment process. The IPC will also invite IPC members to suggest candidates for membership of the Committee.
- (b) The Nominations Panel will be responsible for assessing the applications and recommending Committee members (including the chairperson) for appointment by the IPC Governing Board, taking into account the following factors:
- Skill, expertise and experience in the subject matter of the Committee.
 - For the chairperson, the requisite skill, expertise and experience in chairing bodies and meetings.
 - A non-mandatory target of at least 50% female members.
 - Geographical spread across IPC regions and countries.
 - At least one in every five members of the Committee must be an athlete who has competed in the Paralympic Games in the 12 years preceding their appointment.
- (c) The IPC Governing Board will appoint the members of the Committee (including the chairperson) as soon as reasonably practicable after its election.
- (d) A member's appointment to the Committee is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.
- 3.4 Any vacancies on the Committee (occurring through resignation, death or any other reason) will be filled in accordance with the appointment process set out above.
- 3.5 No substitutes are allowed for members of the Committee. Members are appointed in their personal capacity and are not representatives of any member or stakeholder within the Paralympic Movement, including those they may be employed by or otherwise associated with.
- 4. Term of office**
- 4.1 Membership of the Committee will begin on the date of appointment and, subject to Article 4.2, will end on the appointment of a new Committee by the incoming IPC Governing Board i.e. a term of office of approximately four years (corresponding broadly to the term of office of the members of the IPC Governing Board).

4.2 The membership of an individual on the Committee may be terminated by the IPC Governing Board at any time, at the absolute discretion of the IPC Governing Board.

4.3 Individuals may be re-appointed to serve consecutive terms on the Committee, and there is no limit on the number of terms that an individual may serve on the Committee.

5. Organisation

5.1 The Committee will receive its direction from the IPC Governing Board.

5.2 Ordinarily, the Committee will meet at least three times per year (once in person, and otherwise by telephone, teleconference or similar). Any additional meetings must be approved by the IPC Governing Board.

5.3 Telephone, teleconference and similar facilities may be used for a meeting.

5.4 The IPC President, IPC CEO and assigned member(s) of the IPC management team are entitled to attend meetings of the Committee, with speaking rights only.

5.5 While the procedure is intended to be flexible, meetings of the Committee may, where appropriate, be conducted based on the guidelines for the conduct of IPC committee meetings.

5.6 Decisions of the Committee will generally be made by consensus. If a consensus cannot be reached there will be a vote with each member having one vote. A majority of votes in favour of a decision by those members present at the meeting is required for it to be passed. In the event of a tie in votes the chairperson will have the right to a casting vote.

5.7 The quorum for meetings and decisions of the Committee will be a majority of the total number of members on the Committee.

5.8 Minutes of Committee meetings will be produced and circulated to the Committee, and any amendments agreed by the Committee. The final minutes will then be archived by the IPC.

5.9 Subject to the approval of the IPC Governing Board, the Committee may decide to allocate specific responsibilities of the Committee to a smaller group or groups of members within the Committee with the necessary expertise for the task (in which case, the quorum and voting requirements will be adapted and read accordingly).

5.10 The IPC CEO may engage advisors to provide particular expertise or advice to the Committee (including any sub-groups of the Committee), following

consultation with the chairperson and the IPC Governing Board. The role of any adviser should not duplicate or conflict with the role of the Committee. Such advisers are not members of the Committee.

- 5.11 In undertaking any work in connection with the Committee, each Committee member must act for the benefit of and in the best interests of the IPC.
- 5.12 All meetings and work of the Committee are confidential. No documents, information, discussion or decisions made at a Committee meeting or otherwise exchanged or agreed in connection with the work of the Committee may be disclosed (other than, through the chairperson, to the IPC Governing Board, IPC CEO and relevant members of the IPC management team) unless:
- (a) the IPC President or IPC CEO and the chairperson of the Committee authorises such disclosure;
 - (b) the matter is in the public domain; or
 - (c) such disclosure is required by law or any applicable authority, including the IPC Constitution and regulations.
- 5.13 The Committee and its members may not make any public statements (including on social media) about the Committee or any aspect of its work unless approved in advance by the IPC President or IPC CEO and the chairperson of the Committee.
- 5.14 The chairperson of the Committee will ordinarily provide an annual report to the IPC Governing Board (written and/or verbal), as requested by the IPC Governing Board. The chairperson will otherwise report on the work of the Committee at such times as requested by the IPC Governing Board. The chairperson of the Committee (or their designee) may be invited to attend meetings of the IPC Governing Board and/or may be invited to provide a written and/or verbal report at a meeting of the IPC Governing Board on a specific topic.

6. Finances

- 6.1 The IPC will produce a budget for the Committee. The Committee budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board in accordance with IPC financial policies.
- 6.2 For each Committee member, expenses will be paid in accordance with the IPC's financial policies, as amended from time to time.

7. Evaluation process

- 7.1 During the last year of the four-year term of office, the chairperson of the Committee will ordinarily submit to the IPC Governing Board a summary report on the work conducted by the Committee during the four-year period, along with any recommendations for the next term of office.
- 7.2 At the end of the IPC Governing Board's term of office, the outgoing IPC Governing Board may (during an in-camera meeting) evaluate the overall work of the Committee and may make recommendations to the incoming IPC Governing Board, including on the mandate, structure and/or membership of the Committee.