

# Movement Working Group

## TERMS OF REFERENCE

### 1. Scope

#### 1.1. Purpose

To oversee our overall strategic approach and engagement with the institutions, leaders and meetings of the International Red Cross and Red Crescent Movement and of the International Federation of Red Cross and Red Crescent Societies. In particular, to support preparation to participate substantively in the international statutory meetings.

#### 1.2. Authority

The working group has delegated authority from the board of trustees in accordance with the terms of reference.

#### 1.3. Reporting

The working group reports to the board of trustees.

### 2. Membership

#### 2.1 Chair

The committee will be chaired by the chair of the board, or a trustee appointed by the chair of the board.

#### 2.2 Members

Core membership of the working group will comprise:

- Up to three trustees
- Executive director of international
- Director of international law and policy
- Special counsel, international law

#### 2.3 Other attendees

- The chief executive officer and chief of staff may attend.
- The working group may invite other attendees (non-voting) to act in an advisory capacity, as deemed necessary.

#### 2.4 Term of office

Two terms of four years each; coterminous with each trustee's terms of office. Terms of office for management members are coterminous with their employment with the organisation.

#### 2.5 Quorum

Quorum is set at three members, one to be a trustee.

### 3. Responsibilities

The responsibilities of the working group shall be to:-

- 2.1 Meet two or three times before sessions of statutory meetings and to prepare for BRC's participation at these meetings, specifically, the IFRC's General Assembly and the Movement's Council of Delegates, both of which meet consecutively every two years; and the International Conference which meets every four years.

## **4. Management**

### **4.1 Secretary**

A secretary shall be appointed who will arrange, convene, attend and record all meetings of the working group.

### **4.2 Papers/agenda**

The secretary is responsible for circulating papers for the meetings. Agenda and papers will be circulated to all members at least 3 working days before the meeting.

### **4.3 Meetings**

The working group will normally meet two times a year and when needed to support preparing for international statutory meetings. Additional meetings may take place at the request of the chair.

### **4.4 Attendance**

Members are expected to attend all meetings of the committee unless agreed by the chair. Attendance by tele/video conference can be agreed with the chair.

### **4.5 Minutes / reporting**

The secretary shall aim to distribute minutes of each meeting to working group members within ten working days. Minutes will be shared at the following board meeting.

The chair will report formally to the board on the working group's proceedings.

## **5. Version control**

### **5.1 Approval**

These terms of reference were approved by the board of trustees at their meeting on 20 February 2024.