

## **ITRA Working Group Terms of Reference**

Working Draft | 15 November 2019

### **Composition**

More than five current members holding an ITRA qualification in that working group's subject, with sufficient and balanced representation of all levels, global regions, gender, languages, board representative (convener) and rescue working environments. No more than ten without Board approval. Appointed by the Board.

### **Quorum**

At least four or 50%, whatever is larger.

### **Convener**

The convener (Chair) shall be a member of the Board, unless otherwise appointed. The convener shall organize a meeting schedule with 14 days' notice using the assigned email group. An urgent meeting can be called with less notice, where approved by the Board.

The Convener should appoint a Deputy Convener to carry out their responsibilities if not available. It is recommended that the Deputy Convener appointment is decided by the working group by a majority vote.

### **Term of appointment**

Except for the initial working group appointed under these terms of reference, the term of appointment for a member to serve on the working group is three years.

The initial working group shall be comprised of at least five members as appointed by the Board. Of these members of the initial working group, a third shall serve a term of one (1) year; a third shall serve a term of two (2) years; and the remaining third shall serve a term of three (3) years. The terms of working group members shall be staggered to ensure continuity of the working group. The initial working group should determine the appointment allocations (1-3 year terms) by consensus, but if the group is unable to reach an agreement, the convener shall make such determinations.

Where the numbers of the working group do not provide to easily assign initial terms of appointment, the convener shall determine the staggering of appointment terms.

### **Decision Making**

Majority decision with convener holding casting vote if required.

### **Reports to**

Training and Standards Committee (or Board if TSC not appointed).

## **Meetings**

The scheduling of virtual (online) meetings should be planned to accommodate the member's time zones.

## **Communication**

Each working group will be assigned an email group address for official email discussion.

Each working group may request the Association to establish a private Facebook Group for informal discussions. No self-established facebook groups/pages are to be established for the working group.

## **Reporting**

Working Group must provide copies of meeting minutes within 14 days of such meeting to the Board or as delegated.

## **Public Statements**

Working Groups do not have authority to make public statements on behalf of the association.

## **Consultation**

The Training & Standards Committee (or Board if TSC not appointed) is responsible for the matters pertaining to member consultation. The Working Group may be requested to assist with such processes.

## **Confidentiality**

Working Group members must adhere to the ITRA Code of Conduct, including maintaining the confidentiality of information provided or discussed.

## **Member Engagement**

Working group members should be available to field queries from the wider membership and to encourage dialogue with the membership in regard to the working groups activities, notwithstanding any confidentiality requirements.

## **Removal**

Where a member is absent from three consecutive meetings, they shall be removed from the working group.

Where a member fails to actively contribute to the work programme, they may be removed from the working group at the Convener's discretion.

## Resignation and replacement

Where a working group member gives written notice to resign from a working group, they shall be removed from the working group. The Board may choose to fill the vacancy with another eligible member to serve the balance of the term of appointment.

## Alternates

No alternates are allowed, unless approved by the Board.

## Financial Delegation

Working Groups have no delegation to enter contracts, agreements or other financial commitments on behalf of the association.

## Work Programme & Priorities

Work programme priorities and deadlines will be set by the TSC (or Board).

## Delegations

### *Subject Working Groups*

<b>Project</b>	<b>Responsibility</b>
Syllabus	Revise and make version change proposal for Board consideration, who then undertake member consultation.
Instructor Appointment	Review instructor applications and make recommendation to TSC.
Discrepancies List	Revise and make version change proposal for Board consideration, who then undertake member consultation.
Sub-Charter	Revise and make version change proposal for Board consideration, who then undertake member consultation.
Assessment Tools	Assist the development of assessment tools excluding moderation of such tools.
Appeals	Assist the Board in assessment appeals from a technical perspective.
PSC Objective Development	Draft performance, standard and conditions for each learning objective for respective subject.

### *Taxonomy Working Group*

<b>Project</b>	<b>Responsibility</b>
Taxonomy	Draft multi-subject taxonomy for technical rescue, suitable for a global audience.