

TERMS OF REFERENCE

International Co-operative Alliance – Communications Committee

1 ROLE & REMIT

- 1.1 The Communications Committee (the Committee) is an advisory panel for the Director General and staff of the International Co-operative Alliance (ICA) that considers and makes recommendations on aspects of marketing and communications by the ICA. It is not a formal sub-committee of the Board of the ICA and its recommendations are not binding on any party.

2 MEMBERSHIP

- 2.2 The membership of the Committee is drawn from communication and marketing specialists in the members of the ICA, together with any related experts from other fields that are invited by the Director General to join the Committee.
- 2.3 The Chair is appointed by decision of the Director General of the ICA, in liaison with the ICA President, and serves for a period of two years or a period agreed with the Director General.
- 2.4 The ICA Director of Communications acts as the member of the ICA staff responsible for liaison with the Committee.
- 2.5 The Committee is serviced and supported by the office of the Chair.

3 MEETINGS

- 3.2 Meetings will be held normally by telephone conference, with the working language being English, around three times a year.
- 3.3 Notes of the key recommendations only will be recorded and distributed to committee members. There is no direct delegated authority from or formal accountability to the ICA Board, but the notes and recommendations can be reported by the Director General at his initiative and where appropriate to the work of the ICA Board.
- 3.4 Members of the Committee can consent to be involved in informal contact with the ICA staff team outside of meetings, where their expertise is held to be of value for communications and marketing initiatives that may arise from time to time.
- 3.5 Members of the committee may respond outside of committee meetings by email or other online means where it is useful for the secretariat from time to time.

Ed Mayo
Secretary General – Co-operatives UK
Chair of the ICA Communications Committee
19th July 2011

