

## IACP Terms of Reference

<b>Name:</b>	Supervisors' Forum Committee
<b>Reporting to:</b>	Board of Directors
<b>Reporting Mechanism:</b>	Written report twice yearly to the Board of Directors. Attendance at the Board meeting twice yearly to present reports and at other meetings if and when necessary. Attendance at Board meetings to be arranged in advance.
<b>Purpose &amp; Scope:</b>	To provide for the professional development, support and networking needs of IACP Accredited Supervisors throughout the country and to develop an ongoing system to meet these needs.

### **Specific Outputs Required (Responsibilities of Committee):**

- a) To liaise with the existing Regional committees and the Dublin Workshop group to develop educational, support and networking opportunities for accredited supervisors within each region; Dublin, West/ North West, Midlands, North East, N. Ireland, South East, Southern.
- b) To arrange at least 1 Forum meeting annually with supervisors in each region
- c) To organise a National event/conference related to supervision annually/ or every 2nd year hosted by IACP.
- d) To develop and monitor an online Supervisors' Forum
- e) To manage the budget allocated to the committee
- f) To liaise with the Eisteach editorial committee

### **Relationship to other committees:**

Supervisors' Forum Committee will have at least

- one member representing the Board of Directors
- one member representing the Supervision Committee

The Committee will report twice yearly to the Board of Directors and liaise regularly with

- the Supervision Committee
- the regional committees
- the Eisteach editorial committee

**Related policies, by-laws, and existing systems:**

**Committee Structure:**

**Number / Size:** 12 members

**Committee Representation:**

The Forum Committee will comprise 12 members representing the geographical spread regionally. The membership of the committee will ideally be a mix of experienced and newly accredited supervisors, with a representative from the Board of Directors and a representative from the Supervision Committee. It is hoped that each of the IACP regions will have a member on this committee.

**Duration of Committee:** Permanent Committee

Membership to be a minimum of 1 year and a maximum of 3 years, with a maximum of 2 consecutive terms

The Committee will meet 4 times annually

**Decision Making Process:**

Majority vote with the chair holding the casting vote

A quorum will be one third of membership number plus one (5 members)

**Duration of meetings:** 4hrs

**Minute Taker:** Member of Committee appointed secretary

**Approval and circulation of Minutes: (who & when):**

Minutes to be circulated to committee members and approved at next meeting

**Budget and Resources**

**Expected Meeting Expenses:** travel and subsistence costs

**Committee Expenses:** €4.000 annually