The Institute of Professional Editors Limited

Policy Name: Standing committees and working parties
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Reviewed by: IPEd Council
Date: May 2015

1. Purpose

This policy details the governance of standing committees and working parties.

2. Standing committees

The IPEd Council remains responsible for all decisions, papers etc. that result from the work of the standing committees.

The IPEd Council must approve the creation of any standing committee. Standing committees are permanent sub-committees of the IPEd Council. Current standing committees are the Finance and Risk Management Committee (‘FRM’), the Communications Committee (‘CommComm’) and the Accreditation Board (‘AB’).

3. Working parties

The IPEd Council must approve the creation of any working parties. Working parties are sub-committees set up by IPEd for a particular purpose.

4. Register of details

The following details for any sub-committee must be registered with the Company Secretary:

• name of the sub-committee
• members (name and email address)
• member responsible for reporting to Council (name and email address)
• terms of reference.

5. Terms of reference for standing committees

Finance and Risk Management Committee (‘FRM’)

Members: the Honorary Treasurer, the Company Secretary and the Chair.

Purpose: the ongoing financial management of the Company.

Reporting: Honorary Treasurer.

Delegated Financial Authority: as detailed in the DFA Policy.

Communications Committee (‘CommComm’)

Members: there is currently no CommComm.

Purpose: as detailed in the terms of reference submitted to Council.

Reporting: CommComm Convenor.

Delegated Financial Authority: as detailed in the DFA Policy.

Accreditation Board (‘AB’)

Members: seven delegates, one from each Member society, plus one IPEd Councillor.
Purpose: to organise the accreditation exams; ongoing development of the exam; manage reaccreditation; promote the exam.

Reporting: AB Chair and IPEd representative.
Delegated Financial Authority: as detailed in the DFA Policy.

6. New standing committees
All new standing committees are required to write a submission to the IPEd Council stating its terms of reference for approval by Council. All major decisions made by the standing committee need to be endorsed by Council.

7. Terms of reference for working parties
Specific terms of reference for each working party are to be detailed in the Terms of Reference for Working Parties document—to be updated when required.

An IPEd Councillor is required in all working parties to ensure IPEd’s interests are represented and for reporting to Council on the work and progress of the working party. All major decisions made by the working party need to be endorsed by Council.

IPEd remains responsible for all decisions, papers etc. that result from the work of the working parties.

8. Versions
Endorsed by Council on 3 February 2013.
Reviewed May 2015.