

Checklist for Committee Chairs

**Issue No. 1**

**Issue Date 1 January 2019**

**Application Date 1 January 2019**

**AUTHORSHIP**

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1. PURPOSE

To assist APAC Committee Chairs in planning and performing their key responsibilities and tasks.

(Note: Timeframes for tasks may vary from time to time)

| **Item** | **When** | **Done** |
| --- | --- | --- |
| Provide a written committee report and current work plan for inclusion in the General Assembly agenda papers | 4 weeks prior to GA |  |
| Provide an itemised request for funding for the next year to be included in the draft APAC budget | 4 weeks prior to GA |  |
| Provide an electronic copy of the agenda papers for the committee meeting to the APAC Secretariat as well as to committee members | 4 weeks prior to meeting |  |
| Give permission or otherwise to requests for observers to attend the meeting | Ad-hoc basis prior to meeting |  |
| Appoint a minutes secretary for the meeting | Prior to meeting |  |
| Prepare and circulate an attendance list: minimum information to collect is name, affiliation (i.e. name of AB etc), and member/observer status | Prior to and at the beginning of meeting |  |
| Review terms of membership of committee members and maintain a record of date appointed/re-appointed | During meeting |  |
| Review activities and documents for which the committee is responsible and record the outcome in minutes of meeting | During meeting |  |
| Review the Terms of Reference; revise if necessary | During meeting |  |
| Review committee work plan and amend as necessary | During meeting |  |
| Prepare a short summary report to be presented at the General Assembly. Include proposed revision to Terms of Reference and Committee Work Plan | After meeting and prior to GA |  |
| Circulate completed draft minutes to members and append attendance list | 4 weeks after meeting |  |
| Send an electronic copy of the draft minutes to APAC Secretariat | 4 weeks after meeting |  |
| Provide final minutes from the previous meeting to the Secretariat | 4 weeks after meeting |  |
| Send an electronic copy of any revised Terms of Reference to APAC Secretariat | As necessary |  |
| Send changes of committee members to the APAC Secretariat to be added to the committee’s membership list | As necessary |  |
| Ensure the work plan is met | As necessary |  |
| Ensure APAC documents have been prepared or revised in accordance with APAC MS-001 *Document and Records Control* | As necessary |  |
| Provide a brief report, including a list of any sub-committees and working groups and the names of their convenors, and a current membership list, for inclusion in the agenda papers for the mid-term Executive Committee meeting agenda papers | 4 weeks prior to mid-term Executive Committee meeting |  |
| Upon receipt of the work plan from the Secretariat, the Committee Chairs shall provide an updated committee work plan to the Secretariat prior to Executive Committee meetings | 4 weeks prior to the mid-term Executive Committee meeting |  |

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document transposed from APLAC SEC 101 Checklist for Committee Chairs Issue No 1 |
| End |  |