



EXECUTIVE COMMITTEE TERMS OF REFERENCE

AUTHORIZATION

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EXECUTIVE COMMITTEE TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the ARAC Executive Committee is to advance the objectives, goals, and tasks of ARAC, and to implement its policy and administration.

This document specifies the functions, composition and responsibilities of the ARAC Executive Committee. It also provides additional provisions to guide its work.

2 FUNCTIONS

- 2.1 The functions of the Executive Committee (EC) are:

- a. To further and monitor the objectives, aims and tasks of ARAC, and to implement ARAC policy and management in accordance with provisions on ARAC's Memorandum of Understanding and Bylaws;
- b. To monitor the fulfillment of ARAC's objectives and the execution of its General Assembly resolutions;
- c. To establish the formation, the Terms of Reference, and monitor the operation of ARAC committees and subcommittees (when it may be formed) as necessary, to ensure their proper coordination, and to oversee the appointment of the Chair of each committee, which will then be approved by the ARAC General Assembly;
- d. To adapt the procedures and policies of ARAC with the international practices, make the necessary changes, and approve it from the General Assembly.
- e. To cooperate and develop relations with other relevant bodies in the field of conformity assessment and other relevant Arab, regional, and international organizations;
- f. To define a strategy for ARAC participation in other international and regional fora;
- g. To cooperate with the host body on arrangement and finance of general assemblies;
- h. To recommend registration fees to be paid by attendees to ARAC general assemblies, if needed;

- i. To propose the ARAC annual budget and fee structure, to be approved by the General Assembly;
- j. To draft proposals of the ARAC Strategic Business Plan, to be approved by the General Assembly;
- k. To ensure exchange of information by ARAC with conformity assessment bodies, their customers, standards writing bodies, and other relevant bodies;
- l. To request from international organizations support for activities for ARAC members in the field of conformity assessment;
- m. To plan and properly disseminate ARAC technical information to all interested parties;
- n. To operate the Quality System of ARAC including the control of documents and records;
- o. To keep members informed about major issues submitted to the Secretariat during intervals between General Assemblies and attend mail sent to ARAC;
- p. To inform members about candidates for the positions of ARAC Chair, Treasurer (when appointed), Executive Secretary, and Chairs of committees and subcommittees, when formed;
- q. To convene ordinary and extraordinary meetings of the General Assembly.

3 COMPOSITION

3.1 The Executive Committee shall be composed by:

- a. The Chairs of ARAC Committees from ARAC full members.
- b. A maximum of two members from ARAC full members, elected by the ARAC General Assembly, and one member from ARAC associate members, who will be elected by their representatives, for a two-year term renewable one time to ensure a proper presentation of all members and access to expertise regarding technical, management and policy issues
- c. The Chairs of the Subcommittees (when appointed) shall participate as necessary, upon invitation by the Executive Committee Chair based on request from the relevant ARAC Committee Chair (as observers with no vote);
- d. Persons and/or organizations invited by ARAC Executive Committee Chair to participate as observers in some part of the meeting or in the meeting as a whole, with no vote;

3.2 The Chair of ARAC shall be the Chair of the Executive Committee. The vice-chair of ARAC shall be the vice Chair of the Executive Committee. The Chair and Vice Chair

are elected by the GA from ARAC full members.

3.3 The office term of each member elected and/or appointed to the ARAC Executive Committee is two years, and may be reelected for a second consecutive term.

3.4 The ARAC Secretariat is the Executive Committee Secretariat.

4 RESPONSIBILITIES

4.1 The EC Chair's responsibilities are:

- a. To carry out these Terms of Reference;
- b. To chair EC meetings;
- c. To report to the General Assembly about the work that is being carried out;
- d. To submit to the General Assembly, for its ratification, all resolutions adopted by the EC;
- e. Represent ARAC in the Arab, regional, and international community. Sign the agreements approved by the General Assembly.
- f. To supervise furtherance of the objectives, aims and tasks of ARAC;
- g. Supervise the implementation of ARAC policy and management.
- h. Perform tasks according to the PR 010 Procedure for Management Review.

4.2 EC members' responsibilities are:

- a. To attend EC meetings and actively participate on specialized working groups formed to undertake committee tasks;
- b. To formulate initiatives that support the accomplishment of committee objectives;
- c. To perform tasks and responsibilities that they receive individually or as part of working groups;
- d. To report to the EC on undertaken activities;
- e. To implement the Work Programs of committees and subcommittees (when formed);

- f. To oversee the implementation of agreements and instructions of the General Assembly.

OTHER PROVISIONS

4.3 The EC shall:

- a. Report to each ARAC General Assembly;
- b. Meet in private sessions unless the Chair or a simple majority of its members convene an open meeting for designated participants and/or observers;
- c. Meet normally at least twice a year, and exceptionally as is requested by the Chair or the majority of members, to conduct the affairs of ARAC;
- d. Meetings of the Executive Committee shall be called by the Chair of ARAC or, if not available, the ARAC Secretariat;
- e. The quorum will be legal with the presence of the majority of members and the Chair as set by the bylaws;
- f. Make decisions by consensus, and if that is not possible, with the vote of a simple majority
- g. Record all decisions as resolutions and distribute them, through the Secretariat, at most two weeks after each meeting;
- h. Distribute, through the Secretariat, working documents for meetings at least two weeks before each meeting.

4.4 Each committee shall have one vote within the Executive Committee, which the vote of its Chair together with any attending member of it.

4.5 All resolutions adopted by the Executive Committee need to be ratified by the General Assembly.