

## Board Sub-Committee Terms of Reference

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<b>Title</b>	<b>Campaigns and Impact Sub-Committee</b>
<b>Purpose of the Committee</b>	The purpose of the Campaigns and Impact Sub-Committee shall be to assist the Board and Staff of Amnesty International UK Section to improve the effectiveness of its human rights and campaigning work at a strategic level and to improve our ability to evaluate the impact of our campaigns.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To provide strategic oversight of the overall body of campaigning work</li> <li>2. To provide support and scrutiny on monitoring, evaluation and learning across campaigns,</li> <li>3. To provide strategic support to ongoing campaigning work, through feedback on individual campaigns strategies</li> </ol> <ol style="list-style-type: none"> <li>1. In the course of its functions the CISC will have particular reference to: <ul style="list-style-type: none"> <li>- Maximisation of impact across the overall body of work and within individual campaigns</li> <li>- Effective realisation of campaign aims;</li> <li>- Efficient use of resources;</li> <li>- Compliance with relevant legal and administrative rules and the highest ethical standards;</li> <li>- Innovation;</li> <li>- Appropriate and synergistic partnership working;</li> <li>- Meaningful involvement of rights- and other stakeholders and activist communities;</li> <li>- Cultural sensitivity;</li> <li>- Unintended consequences;</li> <li>- Promotion and protection of the Amnesty brand.</li> </ul> </li> </ol>
<b>Skills and Experience</b>	<ol style="list-style-type: none"> <li>1. The following skills and experience are considered to be particularly important for the Campaigns and Impact Sub-Committee: <ul style="list-style-type: none"> <li>- Campaign planning and implementation;</li> <li>- Mass digital engagement;</li> <li>- Expertise in advocacy, media, policy, lobbying, or other technical areas of relevance;</li> <li>- Insight for communications and campaigns effectiveness;</li> <li>- Monitoring and evaluation;</li> <li>- Impact measurement;</li> <li>- Expertise in human rights and/or thematic areas of focus</li> </ul> </li> </ol>

<p><b>Composition and co-option</b></p>	<p>1. The sub-committee shall be comprised of:</p> <ul style="list-style-type: none"> <li>- At least two members of Section Board, who shall be selected by the Board to fulfil the roles of Chair and Vice-Chair of the Committee respectively;</li> <li>- Additional members of the sub-committee shall be appointed by the Board on the advice of the Chair and Vice-Chair of the sub-committee;</li> <li>- The term of office for appointed members of the sub-committee shall be two years. No appointee may serve more than three successive terms of office.</li> <li>- Any member who fails to attend three out of any six meetings may have their membership of the committee terminated at the discretion of the Chair.</li> </ul>
<p><b>Meetings</b></p>	<ol style="list-style-type: none"> <li>1. Meetings of the sub-committee shall be arranged as considered necessary by the Chair of the sub-committee in order effectively to discharge the functions of the sub-committee.</li> <li>2. It is expected that the sub-committee shall meet no more than four times, and on no fewer than one occasion during each Governance cycle, unless justified by exceptional circumstances.</li> <li>3. Members of the sub-committee shall be given at least 30 days notice of all meetings at which they are expected to be present, and at least 14 days notice of all meetings conducted remotely, unless justified by exceptional circumstances.</li> <li>4. The sub-committee may meet using telephone conference, video-conferencing or other electronic means.</li> <li>5. An agenda will be issued to members at least 14 days in advance of any meeting, any requests from members for items to be included on the agenda should be sent to the Chair at least 10 working days before the meeting and the papers for the meeting will be issued at least 5 working days before the meeting.</li> <li>6. Delivery of meeting papers shall be electronic, unless a member of the committee requests otherwise.</li> <li>7. In addition to members of the sub-committee, members of AIUK Section Board may attend meetings of the sub-committee.</li> <li>8. The Director of Supporter Campaigning and Communications or their designated representative, and the appointed Secretary to the sub-committee shall attend meetings of the sub-committee. Other members of AIUK Staff may attend as necessary to support the work of the Committee.</li> <li>9. Any other individual may attend meetings of the sub-committee at the invitation of the Chair.</li> </ol>

	<p>10. Decisions of the sub-committee shall be taken by simple majority of members present and voting. In the case of equality, the Chair will have the casting vote.</p> <p>11. Sub-committee members will be expected to provide pertinent and professional challenge where appropriate, albeit demonstrating clear respect for colleagues and their views.</p> <p>12. Sub-committee members will be expected to maintain confidentiality in respect of all matters discussed where this is so required.</p>
<b>Quorum</b>	The sub-committee shall be quorate where a minimum of six members are present, provided that at least one member of AIUK Board is present.
<b>Reporting and assurance arrangements</b>	<p>The Chair of the sub-committee shall provide a verbal or written report to AIUK Section Board at each Board meeting, and shall produce an annual report about its activities which shall be presented to the Board.</p> <p>Minutes of the sub-committee shall be made available to members of the Board following each meeting of the sub-committee.</p> <p>The sub-committee shall maintain an action log that will identify specific tasks, the timeline for their completion, and the individuals responsible, progress against which will be actively monitored at subsequent meetings.</p> <p>The Chair of the sub-committee shall evaluate the performance of the sub-committee annually with the support of the Vice-Chair and the Secretary, and shall report to the Board. This will include a review of the membership, working practices and Terms of Reference, and any proposed changes will be recommended to the Board.</p>
<b>Secretary</b>	<p>The Director of Supporter Campaigning and Communications will ensure that secretariat services are provided to the CISC, including the taking of minutes, record of attendance and distribution of papers.</p> <p>Approved minutes will be issued by the Chair, normally within 10 working days of the meeting and will list the topics discussed, actions agreed, and all individuals responsible for undertaking these actions. These minutes will be taken to the CISC for adoption and will then be submitted to the following meetings of the Board</p>
<b>Resources</b>	<p>Each year, the Board will establish a budget for the Campaigns and Impact Sub-Committee.</p> <p>The Sub-Committee shall have access to sufficient staff support required for the performance of its duties.</p>
<b>Review</b>	These Terms of Reference shall be reviewed annually. Any changes that are considered to be necessary will be recommended to the Board for approval.