

Board Sub-Committee Terms of Reference

Title	Activism Sub-Committee (ASC)
Purpose of the committee	The ASC is responsible for reviewing and overseeing the health, growth and impact of Amnesty UK's activism.
Responsibilities	<p>The ASC is responsible for four areas:</p> <ol style="list-style-type: none"> 1. To maximise the health, growth and human rights impact of the activism of Amnesty UK it: <ul style="list-style-type: none"> - Provides expert opinion and recommendations to the Board regarding the health, growth and impact of Amnesty UK's activism - Informs and reviews the following strategies, implementation plans and evaluations of those strategies that effect the health, growth and impact of activism and recommend action when necessary: <ul style="list-style-type: none"> o Activism strategy o Human Rights Education strategy o Communications strategy; (approach to) campaigning strategy and Priority Campaign strategies o Fundraising strategies o Any other strategies that may arise that effect the health or growth of our activist base - Ensures that the mechanisms for measuring and monitoring the health, growth and impact of activism are effective and meet the needs of Amnesty UK and the wider international movement - Provides regular reports to Amnesty UK members (including at the AGM) on the health, growth and impact of their activism 2. Scrutinises the policies and management of risk surrounding the impact, health and growth of activism and our activist base: <ul style="list-style-type: none"> - Reviews the risk register, update annually and ensure monitoring of both internal and external risks to the organisation that affect the impact, health and growth of activism and the activist base. Please note that overall approval of the risk register is the responsibility of the FSC. - Periodically reviews policies and implementation of policies effecting the conduct and health of our activists, including: <ul style="list-style-type: none"> o Brand and social media guidelines o Activist code of conduct o Working with others (partner policy) o Child Protection Policy o Data Protection Policy 3. On behalf of activists, assesses the transparency, accountability and activist engagement in the decisions of the Board of Amnesty UK section and recommends action when necessary: <ul style="list-style-type: none"> - Informs the planning, running and evaluation of the AGM - Regularly reviews the implementation of AGM decisions - Periodically reviews the AGM standing orders to ensure they are effective in enabling the participation of activists - Informs the approach and overseeing the implementation of consultations with

Board Sub-Committee Terms of Reference

	<p>activists</p> <p>4. Ensures communication within the activist base and between activists and staff is healthy and effective and recommending action when necessary:</p> <ul style="list-style-type: none"> - Periodically reviews mechanisms for communication between activists themselves and between activists and staff - Ensures activists are up to date with the latest events and needs of the activist base via their regular reports”
<p>Composition and co-option</p>	<p>Members on the sub-committee are one of two types:</p> <ul style="list-style-type: none"> - A formal representative of their member type - An advisor in as far as they represent their own expert opinion OR it is not possible to seek the views of the member types they represent <p>Connected to these role types, the process of appointment would be one of three types:</p> <ol style="list-style-type: none"> 1. Formally appointed by the representative body in order to represent it on the ASC i.e. a country coordinator is appointed by the CC steering committee to represent the CCs 2. Appointed by the Nominations Committee (where that person is an advisory capacity representing their expert opinion) 3. Co-opted by the ASC Chair, where there are gaps, but through an interview process <p>The following list describes the reserved seats and how members are appointed into those seats.</p> <ol style="list-style-type: none"> 1. Board member (Chair of the committee) – appointed by the Board 2. Board member (vice-chair of the committee) – appointed by the Board 3. Expert advisor – appointed by the Nominations Committee 4. Expert advisor – appointed by the Nominations Committee 5. Youth Advisory Group representative – appointed via Nominations Committee with staff assistance 6. School speakers and Adult trainers representative – appointed via Nominations Committee with staff assistance 7. Women’s, LGBTi and Children’s Rights Network committees representative – appointed via Nominations Committee with staff assistance 8. Trade Union Network committee representative - appointed via their representative body 9. Student Action Network committee representative - appointed via their representative body 10. Country Coordinator Steering Group representative - appointed via their representative body 11. Regional Reps Forum representative - appointed via their representative body <p>Please note, at any one time, more than one person may be requested to fill one seat. One seat = one vote. This may occur during a hand-over period to support succession.</p> <p>In attendance:</p> <p>Director of Supporter Campaigning and Communications Head of the COU, Human Rights Education, Events, Artists Liaison Head of the Community Organising Unit Secretary to the ASC (provided by COU)</p>

Board Sub-Committee Terms of Reference

	<p>All other members of the Board will receive papers for the ASC and have a standing invitation to attend.</p> <p>In addition to the above, and at the discretion of the Chair, other senior colleagues and external advisors will be invited to attend all, or part, of any meeting as and when appropriate.</p> <p>In the Chair's absence, the ASC may be chaired by the committee Vice-Chair The members of the Sub-Committee are expected to make every effort to attend all its meetings with the expectation that members will attend at least 80% of planned meetings in any one year.</p> <p>Where this level of attendance is not achieved the Chair may review the continuance of membership of the individual concerned with the Vice-Chair of the ASC and the Chair of the Board, where appropriate, recommend their replacement.</p>
Meetings	<p>The ASC will typically meet five times a year, normally preceding Board meetings of AIUK.</p> <p>An agenda will be issued to members at least 15 working days prior to 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 dispatched, either electronically or by mail, at least 5 working days before the meeting.</p> <p>All decisions will be by a simple majority of those present. In the case of equality, the Chair will have a casting vote.</p> <p>ASC members will be expected to make a contribution to meetings in order to ensure the best decisions can be made, and to allow the ASC to fulfil its role and responsibilities.</p> <p>ASC members will be expected to provide pertinent and professional challenge where appropriate, albeit demonstrating clear respect for colleagues and their views.</p> <p>ASC members will be expected to maintain confidentiality in respect of all discussed issues where this is so required.</p>
Quorum	<p>Quorum will be a minimum of 6 members.</p>
Reporting and assurance arrangements	<p>The ASC, through its Chair, will provide routine written reports on its activities to the Board and will seek a steer on any matters that require the decision of the Boards and/or their attention.</p> <p>In order to ensure a strong link with the movement, the ASC will produce regular reports for UK members on the health, growth and impact of its activism also monitor the implementation of any AGM/ICM resolutions that fall within the ASC remit.</p> <p>The ASC will evaluate its own performance at least annually so as to provide assurance to the Board that it continues to operate at maximum effectiveness.</p> <p>The Chair will conduct a formal evaluation of the effectiveness of the ASC on an annual basis with the support of the ASC's secretary. This will include a review of the membership and any proposed changes will be recommended to the Board.</p>

Board Sub-Committee Terms of Reference

	<p>The Sub-Committee will present an Annual Report to the Board.</p> <p>An action log will be maintained that will identify individuals and appropriate timelines for specific tasks, progress against which will be actively monitored at subsequent meetings.</p> <p>A forward work plan will be maintained so as to provide clarity and assurance over anticipated future activities.</p>
Secretary	<p>The Director of Supporter Campaigning and Communications will ensure that secretariat services are provided to the ASC, 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 ASC for adoption and will then be submitted to the following meetings of the Board.</p>
Review	<p>These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Board for approval.</p>