

Advisory Council Charter

APPROVALS

Name and Designation	Signature
M. Nadeem Ahmad, Chair	
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Revision History

Date	Revision Number	Author(s)	Description
05/05/19	1.0	N. Ahmad	Final first version.

I- Purpose

This document describes the Advisory Council's charter including the high-level process that the council follows to execute the charter. This is a living document and is updated based on the evolving needs. Chair Board of Trustees (BOT) is the owner of this document.

II- Scope

The scope of this document is limited to describing the charter, council structure, and a high-level process.

III- Mission and Objectives

The Advisory Council is authorized by the BOT as called out in the ICM By-laws. It serves at the pleasure of the governing body of ICM.

The Advisory Council is created as a standing committee for the purpose of working with the Board of Trustees.

- The Council advises the BOT on matters that are delegated to it by the BOT or on matters that it finds necessary to review and deliberate resulting in guidance and advice to the BOT.
- The Council's activities are limited to advising on matters that are directly related to ICM programs, operations, and strategic efforts.
- The Council has no legal responsibilities and is formed to give advice and recommendations to the BOT. It cannot compel the BOT or the staff to act on its recommendations or feedback.

The Council executes the above functions under the guiding principles and objectives contained in the ICM By-laws.

IV- Organization Structure

Advisory Council works with the BOT through the Chair BOT, who also serves as the liaison between the Council and the member of the BOT.

Per the ICM By-laws, the BOT may invite qualified individuals to serve on the Council.

The composition of Council's membership is based on the following guiding principles:

- The Council is comprised of diverse skills and experiences that relate to ICM's management, operations, strategic objectives, mission, and vision.
- Members are able to work together and can benefit from each other's experiences, skills, and creativeness while deliberating and advising on different matters.

The ICM Board of Trustees nominate the Council members including the chairperson. Per ICM's By-laws, the Council's chair is required to be a paid member of ICM.

Each member assigned can serve for one-year term, which can be renewed by the BOT. The renewal or assignment of new members occurs after each Annual General Body.

The following is a high-level description of the roles and responsibilities:

Trustee in Charge (Chair BOT):

- Serves as liaison between the BOT and the Council.
- Makes sure that the Council's functions and operations are in accordance with the ICM's By-laws and ICM's objectives as set forth by the BOT.
- Responsible for providing input to the BOT on any required budget and resources for the Council to carry out its functions and operations.
- Approves requests by the Council.
- Where required, works with the Council chair to establish and maintain a set of operating procedures for the Advisory Council.
- Responsible for maintaining the charter document.

Council Chair:

- Responsible for coordinating and running the Council meetings.
- Responsible for coordinating all matters and requests with the Council members for review and deliberation.
- Responsible for documenting and sending the feedback to the BOT based on members input and suggestions.
- Required to be an ICM member.

Council Members:

- Responsible for reviewing all matters and requests forwarded to the Council by the BOT or through their own initiative and deliberation.
- Attend required meetings.

V- Budget and Resources

Any budget or specific resource requirements to execute the Council's function is discussed with the Chair BOT and approved by the BOT.

VI- Council Operations and Process Management

Committee Meetings

- The Council meets at least four times per year – in March, June, September and December. Other required meetings are called by the Council chair, as needed.
- The Council members may invite others to join in a meeting to help the meeting agenda.

- Chair or a delegated member of the Council records the minutes of each meeting in electronic form that is kept on the assigned ICM Google drive. The minutes are approved by all Council members.

Decisions and Recommendations

- Council's recommendations and reports are presented to the BOT in a BOT meeting along with documentation. Documents include both suggested actions and justification for suggested actions. The BOT responds/reacts to such recommendations/reports in writing.

Dismissal

- Council members may decide to recommend to the Chair BOT to reassign members who are absent without reasonable cause from two successive meetings or are non-contributing members.
- Chair BOT, in coordination with the BOT, acts on the request without undue delay and works with the Council Chair to identify and assign new members.

Communication

- Council uses ICM assigned group email address to communicate with each other.
- Other means may be set up for specific or urgent communication needs.

Assessment of Functional and Operational Effectiveness

- Council's effectiveness is measured based on the timely review, deliberation, and disposition of matters brought to its attention including the ones that the Council assumes on its own.

VII- References

ICM Bylaws

VIII- Appendix

<Add other procedures, etc. as needed>