



ICAEW SUSTAINABILITY COMMITTEE TERMS OF REFERENCE: REVISED VERSION – APPROVED BY TSB FEBRUARY 2014

Accountability

1. The Sustainability Committee (the 'Committee') is accountable to the Technical Strategy Board.

Composition

2. The Committee will have up to twenty members.
3. Membership of a Committee is normally for a term of two years renewable up to a maximum of six years, unless a business case can be made for longer service.
4. Whilst the Committee will be made up principally of ICAEW members, it may include non-members. However, ICAEW members will always form a majority of the Committee. Non-members will not be eligible for the positions of chair or vice-chair of the Committee.
5. The chair, vice-chair and members of the Committee will be appointed by Council on the recommendation of the Nominating Committee. Where not already a member of the Technical Strategy Board, the chair will normally be co-opted onto it.

Quorum

6. A quorum at a meeting of the Committee will be one third of the number of members of the Committee (rounded upwards where appropriate).

Powers and authorities

7. The Committee is responsible for overseeing the development and implementation of ICAEW's strategy and policies on sustainability. The Committee is also responsible for reviewing, as requested, the sustainability aspects of subjects covered by other committees. For these purposes, sustainability is about taking a long-term perspective that integrates social, environmental and economic considerations. It means living and doing business in ways that meet human needs today without breaching planetary limits or compromising future generations' ability to meet their own needs.
8. The Committee has the following specific responsibilities:
 - (a) identifying areas of work on sustainability that are relevant to members or to the ICAEW's public interest role;
 - (b) providing input to the development of ICAEW's strategy, major project proposals and policy positions on sustainability matters;
 - (c) acting as a source of input to, and review of, ICAEW responses and representations to government departments, official bodies, professional and trade associations and other external organisations on sustainability matters;

- (d) overseeing the provision of advice or assistance to government departments, official bodies, professional and trade associations and other external organisations on corporate responsibility and wider sustainability matters;
- (e) acting as a source of expertise on sustainability, including advising the Council, Technical Strategy Board and other committees and boards within ICAEW on matters relating to sustainability matters;
- (f) overseeing the provision of material and events for the guidance, assistance or information for members and other stakeholders;
- (g) making decisions on submissions and other matters that do not require development of either significant new policies or changes to the existing strategy and policies, such matters being reserved to the Technical Strategy Board with advice from the Group;
- (h) reporting to the Council, through the Technical Strategy Board, on issues of significant interest to members or ICAEW's public interest role.

Modus operandi

9. The Committee will carry out its responsibilities within the framework of general duties and procedural requirements for Committees as defined within the Scheme of Delegations.
10. The Committee will usually meet four times a year.