



Terms of Reference

Core Members of FICSA Standing Committees

I. Background

II. Terms of Reference

August 2020

I. Background:

During the annual FICSA Council, Chairs of each Standing Committee request participants to sign up as “Core Members” of the Standing Committee. Generally, there has been varying degrees of expectations with regards to core members over the years. In order to ensure that all FICSA Council participants understand the concept behind being a core member of a Standing Committee, the FICSA Executive Committee is proposing guidance for Chairs and Core Members through the following brief Terms of Reference. Please be aware of these before signing up as a Core Member:

II. Terms of Reference

A core member of FICSA Council Standing Committees is expected to:

- Show a keen interest in the topics under discussion in the Standing Committee.
- Develop technical knowledge and engage in continuous learning about the topic(s) of interest and share that learning with other FICSA members, as appropriate.
- Act as a focal point on a chosen topic of the Standing Committee within his/her own staff association and brief staff representatives accordingly.
- Participate in virtual meetings when convened by the Chair or Vice-Chairs of the respective Standing Committee.
- Maintaining continued communication with the Chair and Vice-Chairs of the respective Standing Committee to support the work to be accomplished
- Maintain continued communication with other core group members on the topic(s) that fall under the core member’s purview, as well as on any issues that arise before, during or after the FICSA Council inter-sessional period.
- Participate in the preparation of the relevant Standing Committee session for the upcoming FICSA Council when called by the Chair.
- At the time of the FICSA Council ensure participation at meetings of the respective Standing Committee to ensure continuity and strengthening of institutional knowledge; and inform the Chair if this is not possible.