



## EXECUTIVE COMMITTEE TERMS OF REFERENCE

### AUTHORIZATION

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### CLASSIFICATION

This document is classified as an ARAC Administrative Document.

### AVAILABILITY

A Copy of this document in English is available at the ARAC Secretariat and ARAC website.

Original: English

# EXECUTIVE COMMITTEE TERMS OF REFERENCE

## 1 OBJECTIVE

- 1.1 The objective of the ARAC Executive Committee (EC) is to develop and update the objectives, goals, and tasks of ARAC, and to implement its policy and administration.

This document specifies the functions, composition and responsibilities of the ARAC Executive Committee. It also provides additional provisions to guide its work.

## 2 FUNCTIONS

- 2.1 The functions of the Executive Committee (EC) are:

- a. To empower and monitor the objectives, aims and tasks of ARAC, and to oversee the implementation of ARAC policies in accordance with provisions on ARAC's Memorandum of Understanding and Bylaws;
- b. To monitor the fulfillment of ARAC's objectives and the execution of its General Assembly resolutions;
- c. To establish the formation of, the Terms of Reference, monitor and oversee the operation of ARAC committees and subcommittees as necessary, to ensure their proper coordination.
- d. To review the competence and qualifications of the elected positions to ensure compliance with ARAC AD 043 prior to the election by the ARAC General Assembly;
- e. To develop and approve Key Performance Indicators and action plan;
- f. To adapt the procedures and policies of ARAC with the international practices, make the necessary changes, and approve it from the General Assembly.
- g. To cooperate and develop relations with other relevant bodies in the field of conformity assessment and other relevant Arab, regional, and international organizations;
- h. To define a policy for ARAC participation in other international and regional fora;
- i. To cooperate with the host body on arrangement and finance of general assemblies;
- j. To recommend registration fees to be paid by attendees to ARAC general assemblies, if needed;
- k. To propose the ARAC annual budget and membership fee structure, to be approved by the General Assembly;
- l. To draft proposals of the ARAC Strategic Business Plan, to be approved by the

General Assembly;

- m. To ensure exchange of information by ARAC with conformity assessment bodies, their customers, standardization bodies, and other relevant bodies or parties;
- n. To request from international organizations support for activities for ARAC members in the field of conformity assessment;
- o. To plan and properly disseminate ARAC technical information to all interested parties;
- p. To monitor the performance of the ARAC Secretariat;
- q. To receive and discuss reports from ARAC committees and working groups and prepare proposals/ recommendations for ARAC General Assembly based on these reports;
- r. To operate the Management System of ARAC including the control of documents and records and ensure the effectiveness of the Management System;
- s. To keep members informed about major issues submitted to the Secretariat during intervals between General Assemblies and respond to the mail sent to ARAC;
- t. To inform members about candidates for the positions of ARAC Chair, Vice Chair, Treasurer, Executive Secretary, and Chairs of committees;
- u. To develop comprehensive and actionable ARAC strategies, ensuring alignment with the ARAC's mission and objectives, for formal endorsement by the ARAC General Assembly,
- v. To approve the nominations of ARAC representatives to Global Accreditation Cooperation Incorporated committees and receive reports from the representatives,
- w. To convene ordinary and extraordinary meetings of the General Assembly.
- x. To perform other functions, as determined by the General Assembly

### **3 COMPOSITION**

#### **3.1 Members**

The EC shall be composed from the following:

- a. Chair, and Vice-Chair from ARAC MLA signatory members,
- b. Chairs of ARAC committees,
- c. ARAC Full members,
- d. One representative elected by ARAC associate members from among their representatives,
- e. Treasurer.

All the executive committee members, except the representatives of the ARAC full members, shall be elected by the ARAC GA for three-years term, renewable once only to ensure a proper presentation of all members and access to different technical and management expertise.

## **3.2 Participants**

The following representatives may attend the committee as follows:

- a. The Chairs of the Subcommittees shall participate as necessary, upon invitation by the Executive Committee Chair based on request from the relevant ARAC Committee Chair (as observers with no vote),
- b. Persons and/or organizations invited by ARAC Executive Committee Chair to participate as observers in some part of the meeting or in the meeting as a whole, with no vote.

3.3 The balance and impartiality in the composition of the ARAC Executive Committee shall be ensured.

3.4 In case of departure of one ARAC Executive Committee member, the election of new member can be via electronic voting between the ARAC GA members. The three-year office term is not applicable and her/his election validity shall be renewed with the other committee members' next elections.

3.5 The ARAC Secretariat is the Executive Committee Secretariat.

## **4 RESPONSIBILITIES**

4.1 The EC Chair's responsibilities are:

- a. To carry out these Terms of Reference,
- b. To Chair the EC meetings,
- c. To report to the General Assembly about the EC works and activities that is being carried out,
- d. To submit to the General Assembly, for its endorsement, all the resolutions adopted by EC ,
- e. To represent ARAC in the Arab, regional, and international community and sign the agreements approved by the General Assembly,
- f. To supervise furtherance of the objectives, aims and tasks of ARAC,
- g. To monitor the measurements of key performance indicators relating to the ARAC policy and strategic plan,
- h. To perform other tasks according to the PR 010 and PR 011 Procedures for Management Review and Internal Audits.
- i. To act impartially in order to ensure the participation and representation of all Members in the activities of ARAC;

#### 4.2 The EC Vice Chair's responsibilities are:

- a. To assist the EC Chair in fulfilling his/her duties;
- b. To substitute for the Chair in his/her absence.

#### 4.3 EC members' responsibilities are:

- a. To attend EC meetings and actively participate on the work groups formed to fulfill the committee responsibility,
- b. To develop and formulate initiatives that support the accomplishment of committee objectives,
- c. To perform tasks and responsibilities that they receive individually or as part of work groups,
- d. To report to the EC on undertaken activities,
- e. To implement the work programs of committees and subcommittees,
- f. To oversee the implementation of agreements and instructions of the General Assembly.
- g. Those who are ARAC representatives with other organizations, and if necessary, seek advice from the EC regarding topics that may affect ARAC or its members.

## **OTHER PROVISIONS**

#### 4.4 The EC shall:

- a. be called for meeting by the Chair of ARAC or, if not available, by the ARAC Vice-Chair;
- b. A quorum shall be achieved in accordance with the ARAC Bylaws and shall include the presence of the Chair or Vice-Chair and a majority of voting members.,
- c. meet normally at least twice a year, and exceptionally as is requested by the chair or the majority of members, to conduct the affairs of ARAC,
- d. hold a closed sessions meetings, unless the chair or a simple majority of its members convene an open meeting for designated participants and/or observers,
- e. make decisions by consensus or, if that is not possible, with the vote of a simple majority. In the event of tie, the Chair will have a casting vote
- f. record all decisions as resolutions and distribute them, through the Secretariat with maximum of 10 working days from each meeting,
- g. distribute, through the Secretariat, working documents for meetings at least 15 working days prior to each meeting, and

- 4.5 The Executive Committee may conduct meetings and take decisions through electronic means, including virtual meetings and electronic voting, in accordance with ARAC procedures
- 4.6 Each committee shall have one vote within the EC, which is the vote of the committee's chair.
- 4.7 All resolutions adopted by the Executive Committee shall be endorsed by the General Assembly.