



## IRM Technical Committee Terms of Reference

### 1. Purpose

- 1.1 The purpose of the Technical Committee is to support the positioning of IRM as the leading professional body for risk management. Its work will support, inform and advance IRM's professional standards and educational development.

### 2. Role

- 2.1 The role of the Technical Committee is considered to include three aspects on technical issues arising in risk management. The committee may consider technical issues that are significant to the core discipline of risk management, issues that are matters of technical quality for the profession and technical issues that are of significance to the IRM, its brand and its operations.

#### 2.1.1 Discipline of Risk Management

- Identify critical and emerging issues within the broad field of risk management. These may emerge from academia, society in general or from specific recognised disciplines of human endeavour. These may include disciplines that are naturally focused in non-risk areas who never the less start to embrace the principles of risk management
- Participation and authoring of thought leadership materials that may be considered as contributing to the accepted body of knowledge for risk management
- Acting where appropriate as a peer review entity on materials produced external to the IRM

#### 2.1.2 The Profession

- Provide technical engagement with government, regulators and other stakeholders on key policy issues, regulation and broader economic and societal issues which will enhance the perceived relevance of risk professionals and the profession of risk management
- Sponsor, promote and shape where possible, professional technical activities related to relevant risk management and risk management related technical developments
- Promotion through technical activity, the IRM as the professional body to represent the professional risk manager
- Engage with the wider membership to ensure that IRM technical advice and guidance continues to support their professional needs
- To be the contact point for the IRM in connection with technical matters in risk management (Consultations, joint working on technical matters etc.)

#### 2.1.3 The IRM

- Provide oversight and peer review of technical output carrying or using the IRM Brand. This activity includes but is not limited to the work of SIGs, RIGs, Forums, Conferences and Publications.
- Surfacing and developing opportunities for joint working with external stakeholder groups
- Articulation of the IRM's view on technical matters
- Development of IRM members to provide a path of succession within the Institute

### 3. Membership

- 3.1 Membership of the committee shall be as follows:  
2 current Board members, one of whom shall serve as Chairman  
Between 6 and 8 IRM members drawn from the membership at large
- 3.2 IRM's Technical Director shall act as secretary to the committee.
- 3.3 Other staff or professional experts may be invited to attend meetings.

- 3.4 Appointments to the committee shall be made by the Board on the recommendation of the Chairman and shall be for a period of up to three years, which may be extended for further periods of up to three years provided the member still meets the criteria for membership of the committee.
- 4. Quorum**
- 4.1 The quorum necessary for the transaction of business shall be four, or one half, whichever is the smaller. At least one Board member must be present for the Committee to be quorate.
- 5. Frequency of meetings**
- 5.1 The committee shall meet twice a year and otherwise as required.
- 6. Notice of meetings**
- 6.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chairman.
- 6.2 Unless otherwise agreed, notice of each meeting confirming venue, time and date, together with an agenda of items to be discussed shall be forwarded to each member of the committee and to any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time.
- 7. Minutes of meetings**
- 7.1 The secretary shall note the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.
- 7.2 Draft minutes of committee meetings shall be circulated promptly to all members of the committee.
- 8. Delegated Authority**
- 8.1 The Technical Committee shall have delegated authority to:
- agree a three year rolling plan of technical activity;
  - formulate and issue responses to public consultations on behalf of IRM;
  - establish ad-hoc working groups on particular issues, as required;
  - agree joint technical initiatives with other professional bodies/associations/third parties;
- 9. Reporting and Collaboration**
- 9.1 The chairman of committee shall prepare a quarterly report to the Board on its proceedings on all matters within its duties and responsibilities.
- 9.2 The committee shall provide an annual report to the Board on its activities and its future plans and objectives.
- 9.3 The committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- 9.4 The committee shall ensure that all other related areas of the IRM (including but not limited to Education, Professional Standards and Training provision) remain informed of relevant technical developments overseen by the committee
- 10. Other Matters**
- 10.1 The committee shall arrange for periodic reviews of its own performance and, at least every two years, review its terms of reference to ensure that it is operating effectively and recommend to the Board any changes it considers necessary.