
International Issues Committee (AIATOR-001) Version 6

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This Terms of Reference Policy is issued under the authority of the Amnesty International Australia (AIA) National Board. This endorsed Terms of Reference must be followed by Committee members unless otherwise stated.

The Terms of Reference set out the membership, responsibilities, authority and operations of the International Issues Committee of the National Board.

Introduction

The International Issues Committee (the Committee) has been established by the National Board to maximise AIA's engagement with and contribution to the international movement.

Terms of Reference owner

The Terms of Reference owner is the Chair of the Committee.

Responsibilities of the International Issues Committee

The Committee is generally responsible for assisting and advising the National Board and the organisation about AIA's international engagement and contribution. It also advises the National Board on changes and developments within Amnesty International. The Committee does not have decision-making powers.

In particular, the Committee will:

- a) educate the National Board and AIA members on the international governance structure of Amnesty International and how it informs the operation of AIA.
- b) consider and ensure appropriate consultation within AIA about new policies proposed by the international movement.
- c) consider and develop policy and practical suggestions for the international movement – including Global Assembly motions – for the National Board to consider and recommend (as appropriate) to the international movement.
- d) support the Global Assembly and Asia Pacific Regional Forum delegation in their preparation and any related consultation within AIA.
- e) ensure the National Board and AIA generally is aware of issues of significance within the international movement, in particular, to ensure that the AGM address issues of international significance.
- f) engage actively and appropriately with the international movement and in particular with the Asia Pacific Region.
- g) address any other matter as agreed with the National Board from time to time.

Delegation of tasks to a working group

The Committee may delegate tasks to a working group comprised of one or more members of the Committee. Any such working group shall work pursuant to any instructions provided to them from the Committee and will ensure that such tasks undertaken by the working group is reported back by to the Committee subject to the instructions provided.

Structure and composition of the Committee

The Committee has the following members:

- a) Standing Representative
- b) National Director
- c) Youth Global Assembly delegate
- d) up to two National Board Directors
- e) up to two members of AIA
- f) up to one youth member of AIA
- g) up to two observers.

Chair

The Chair of the Committee is appointed by the National Board from the members of the Committee. Appointments are for a term of up to three years as determined by the National Board, unless the person ceases to hold the position for which they were appointed.

Should the Chair of the Committee be absent from a meeting and no acting Chair has been appointed, the members of the Committee present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

Expertise

Members of the Committee must be able to demonstrate a relevant understanding and provide expertise on issues of significance within the international movement.

At least one member of the Committee must have experience in conducting consultations with a variety of stakeholders.

Appointment

Members of the Committee are appointed by the National Board. Appointments are for a term of between two and three years as determined by the National Board, unless a member ceases to hold the position for which they were appointed.

Observers

Observers must be able to demonstrate particular skills, knowledge, expertise or other beneficial characteristic needed by the Committee but not held by the current members.

Observers of the Committee are appointed by the National Board. Appointments are for a term of up to 12 months as determined by the National Board, unless the observer ceases to hold the position.
Secretariat

All records, including the agenda, minutes and any reports or recommendation, will be prepared and kept by a member of the Committee or another suitable person nominated by the National Director or Chair.

Frequency of meetings

The Committee will meet as frequently as is necessary to undertake its role effectively and, in any event, at least four times per year.

Notice for Committee meetings

The Chair of the Committee must call a meeting of the Committee if required by the National Board.

All members of the Committee must be given notice of meetings by email. Notice must be given at least two weeks before the meeting is to be held unless the meeting is held with less notice at a time suitable for at least four of the members. An agenda will be made available as soon as practicable prior to the meeting date.

Committee meetings will be held by teleconference or videoconference.

Attendance

Any Director of the National Board may attend and speak at a committee meeting.

Quorum meetings

The quorum for a meeting of the Committee is three members, of which at least one must be the National Board Chair or the Chair of the Committee.

Conflicts of interest

Members of the Committee will not participate and will not vote on any issues in respect of which they have an actual or perceived conflict of interest.

Reporting

There is no requirement that formal papers be prepared for Committee meetings, but Committee members may prepare or request the preparation of papers to assist them in their work.

Minutes of Committee meetings must be kept and provided to the Company Secretary. The Committee reports to the National Board on its work at each Board meeting.

The Chair of the Committee will liaise with other National Board sub-committees where overlapping duties are identified to ensure overlap does not lead to inefficient or conflicted operations.

Review

The Committee must perform an annual evaluation of its performance against its work plan and provide that information to the National Board. The National Board will evaluate the performance of the International Committee as appropriate.

These terms of reference will be reviewed in 2028 unless reviewed sooner.

References

Applicable Regulatory Requirements

Corporations Act 2001

Policies

AIA Constitution

AIA Board Charter

AIA International Nomination and Representation Policy

International Nominations Committee Terms of Reference

Procedures

Standing Orders for National Annual General Meetings

Related documentation

Board Governance Calendar

More information

For more information contact the Chair of the International Issues Committee

A full list of AIA Terms of Reference are available in the Board committees' Terms of Reference folder.

Version control

This policy is to be reviewed and updated at least every year or sooner where there is an AIA requirement.

Minor changes such as changes to a hyperlink, correcting grammar, or changing a name will not be recorded as a version change.

Version	Date of effect	Brief summary of change
Version 1 - Initial policy	June 2008	Initial policy endorsed by National Executive Committee on June 2008
Version 2 – Amendment	September 2008	Review. Approved by National Executive Committee on September 2008
Version 3 – Amendment	November 2017	Formatted to standard template.
Version 4 - Amendment	September 2020	Updated with minor changes to align with AIA TOR template.
Version 5 – Amendment	February 2023	Updated membership composition to strengthen youth representation
Version 6 – Amendment	February 2025	Amended to remove the Global Assembly Delegate position as per the 2024 Global Assembly decision and establish a new IIC Chair position independent of the GA delegate role. Also picks up minor amendments identified in the broader 2025 Terms of Reference review.