

## Circular Economy Network Steering Group

### Terms of reference for member steering groups engaged in policy and practice activities

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| <b>Role</b>                        | In the area of Circular Economy the steering group will deliver policy and practice activities for the benefit of IEMA members and to positively impact government policymaking. Overall, the steering group will be guided by the principle of ‘transforming the world to sustainability’.  |
| <b>Remit and responsibilities</b>  | <p>In fulfilling its role, the steering group will:</p> <ul style="list-style-type: none"> <li>• deliver an annual work programme of policy and practice activity that is agreed with the Policy and Practice Committee;</li> <li>• report on progress in delivering this work programme at each of the Policy and Practice Committee’s quarterly meetings;</li> <li>• provide and receive advice from the Policy and Practice Committee;</li> <li>• comply with the Corporate Governance Code adopted by the IEMA Board.</li> </ul>   |
| <b>Status</b>                      | <ul style="list-style-type: none"> <li>• The steering group is accountable to the Policy and Practice Committee.</li> </ul>  |
| <b>Membership and constitution</b> | <ul style="list-style-type: none"> <li>• The steering group will comprise of between 10 and 15 members and be chaired by a member appointed by the steering group.</li> <li>• Members of the steering group will have prerequisite expertise and knowledge, and sit for a fixed period of three years.</li> <li>• Members will be allocated specific thematic (i.e. subject-specific, based on a member’s area of expertise) and operational (i.e. events, communications and so on) roles as part of their membership.</li> <li>• Membership will be determined through member network elections or via member expressions of interest where there is not an existing network in place.</li> <li>• Membership will be diverse and inclusive.</li> </ul> |
| <b>Meetings</b>                    | <ul style="list-style-type: none"> <li>• The steering group will meet six times a year.</li> <li>• The Chair will set the agenda, with relevant and appropriate papers produced by IEMA’s policy team and circulated at least seven days in advance of each meeting.</li> <li>• Any steering group member who misses three consecutive meetings (without mitigating circumstances) will be deemed to have resigned from the steering group, with substitute attendees not permitted.</li> </ul>  |

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|                  | <ul style="list-style-type: none"> <li>Minutes and actions will be documented by a member of IEMA's policy team and agreed by the Chair, with circulation to take place within two weeks of each meeting.</li> </ul>   |
| <b>Reporting</b> | <ul style="list-style-type: none"> <li>The Chair of the steering group will report to the Policy and Practice Committee at each of its quarterly meetings.</li> <li>The focus of this reporting will include a progress update on the annual work programme of the steering group.</li> <li>Matters requiring Policy and Practice Committee approval shall be highlighted in the minutes and brought to the attention of the Committee by the steering group Chair.</li> </ul> |