



COMMITTEE TERMS OF REFERENCE

ABOUT US

The International Federation of Aromatherapists (IFA) is a governing body and registered charity representing and supporting Aromatherapists worldwide. The IFA's objects are the preservation of health and wellbeing by advancing the knowledge, practice of and expertise in Aromatherapy by education, teaching and training and promoting high standards. It does this by providing information, guidance, research, advice and training. It also works closely with, international government and educational bodies, and is the leading membership organisation for Aromatherapists.

INTRODUCTION

The IFA, carries out much of its business through committees. Committees aim to inform the charity's work and committee members support the board of directors in fulfilling their role. The board of directors decide the constitution, membership and terms of reference of all committees, and review these annually. Each committee has a chair and a clerk – the directors will decide whether to appoint the chair or whether the committee should do this. Each committee is typically chaired by a director supported by a clerk, who is typically a staff member. The membership of a committee may include independent specialist advisors and members of the IFA with particular fields of specialism. The CEO who implements the overall strategy of the directors will attend all board and committee meetings. This document should be read in conjunction with the IFA's Articles of Association, which is the governing body's (aka the IFA's) terms of reference.

QUORUM

The quorum for committee meetings will be set from time to time by directors' dependent on the nature of business to be discussed and group size. Typically for committees this is a minimum of three.

CONFLICT OF INTEREST

Committee members will declare any conflicts of interest and withdraw from partaking in that particular part of the meeting and will not form part of the quorate for that decision. Committee members will complete the Declaration of Pecuniary & Personal Interest Form on an annual basis to be reappointed.

REMIT & POWERS OF COMMITTEES

Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the Articles of Association which govern the taking of decisions by directors. The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them. This document will specify the remit and power of each individual committee.

MEETINGS

Directors are free to determine how often their committees meet or if it would be more appropriate to communicate via another method – this may be left to the discretion of the individual committees and will depend on the circumstance/project at hand. All meetings will be minuted and confirmed by the chair of the committee. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number. The draft minutes of each meeting will be circulated to the board of directors for ratification of projects planned. Committee meeting minutes will not be open to the public or shared with third parties unless required to do so by law.

THE ROLE OF COMMITTEES

Committees play a strategic role at the IFA and act as a critical friend to ensure it's well informed when making decisions.

General terms of reference for committees:

- To make decisions collectively.
- Set aims and objectives.
- Monitor and review policies relating to the committee's work.
- Set targets and priorities projects.
- Manage and distribute assignments amongst themselves.
- To identify and advise where changes are needed.
- To identify and advise where recruitment of new committee members is needed and consider applications.
- To review the terms of reference (of the committee of which they are a member) annually and report where modification is necessary.
- To ensure that at all times they are acting in furtherance of the IFA's objects.
- Votes for and against a motion will be determined by a show of hands or the members view communicated in writing. The majority vote will carry.
- Where votes are split on a given matter the final decision will be referred to the chair of the committee who will have the casting vote.
- To collaborate with other committees where appropriate.
- To report its discussions and evidence the decision-making process for drawn conclusions for the board of trustees to consider where appropriate and be formerly ratified.

THE ROLE OF THE COMMITTEE CHAIR(S)*

- To ensure the business of the committee is conducted properly and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available.

THE ROLE OF THE CLERK(S) TO COMMITTEES

- To work effectively with the committee chair of whom they are supporting.
- To convene meetings of the committee.
- To prepare board meeting papers in preparation of the meeting.
- To attend meetings of the committee and ensure minutes are taken.
- To perform such other functions with respect to the committee as may be determined by the committee chair from time to time.

SELECTION PROCEDURE OF COMMITTEE MEMBERS

The committee and/or board of directors will identify the need for more committee members or the establishment of new committees. It is important to note that committee members are not usually directors and therefore are not bound by the same legal obligations, therefore the selection procedure differentiates but is equally robust.

- The committee will agree what skills, experience and knowledge are needed and person specifications and publish on the IFA's website.
- If a new committee is to be introduced a new job description will be posted on the IFA's website.
- Persons may apply to join a committee by completing the application form available on the IFA's website or by invitation.
- If a committee member is to be recruited by invitation, this must be recommended by the existing committee members or put to the vote at a committee meeting, of which the majority agree.
- In the committee application form the candidate will declare any existing or potential conflicts of interest.
- Once an application is submitted it will be circulated to the relevant committee.
- The committee will ascertain if the skills the applicant can provide are in keeping with scheduled projects planned within a given year, consider if experience and qualification meet the requirements and consider the applications declaration of interests.
- Short-listings will take place and interviews will be conducted to ensure the applicant fully understands their responsibilities and to discuss what role and project their experience would match and availability to commit to such projects. Notes are kept of each interview.
- Preferred candidates are identified and invited to join a committee, subject to references and approval by the board of directors. Unsuccessful candidates are notified and thanked for their interest.
- This process usually takes up to 60 days.

TERMINATION OF APPOINTMENT

Retirement: A committee member may retire at any point.

Resignation: Notification is received by the IFA from the person of their resignation.

Removal: A person ceases to be a committee member as soon as:

- A person fails to declare conflict of interest or deliberately conceals conflicts of pecuniary or personal interest.
- A registered medical practitioner who is treating that person gives a written opinion to the IFA stating that that person has become physically or mentally incapable of acting as an advisor and may remain so for more than three months.
- Failure to respond to requests within a reasonable time frame.
- Failure to complete projects allocated within a reasonable time frame or fulfil responsibilities.
- Breach of confidentiality of certain types of information, as declared at the meeting as confidential, for example marketing strategies etc.
- Valid complaints raised against any act the person participate in, which are investigated and found to have merit

In this instance the committee member would be removed by a vote of no confidence.

TERMS OF REFERENCE FOR THE FINANCE & RESOURCES COMMITTEE

GENERAL TERMS

- To act on matters delegated by the board of directors.
- To liaise and consult with other committees where necessary.
- To contribute to the IFA's Business Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

QUORUM

The committee is free to determine their own quorum, but as a minimum this must be no less than three members of the committee present.

MEETING

Meetings will be held as frequent as the committee see fit and are available to attend. The chair of the committee will determine if this is to take place physically or held by communicating via another method.

REMIT & POWERS

The board of directors will be informed of all matters relating to finance and the allocation of resources to be approved at their convened meetings. Typically, all reporting will be provided by the CEO.

FINANCIAL POLICY AND PLANNING

- To review, adopt and monitor a Finance Policy and budgetary adjustments and virements.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account priorities of the IFA's Business Plan.
- To draft and propose to the board of trustees for adoption an annual budget taking into account the priorities of the IFA's Business Plan.
- To ensure that sufficient funds are set aside for pay increments as set out in its reserve policy and as recommended by the treasurer and CEO.
- Review and report to the Board on business development strategies
- Review tactical plans developed to achieve business development goals.

FINANCIAL MONITORING

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To report back to each meeting of the board of directors and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the IFA.
- To prepare the directors Annual Report to form part of the Statutory Accounts of the IFA and for filing in accordance with Companies Act requirements.

- To receive auditors' reports and to recommend the board of directors' action as appropriate in response to audit findings.
- To recommend to the board of directors the appointment or reappointment of the auditors.
- To identify and undertake risk assessments and report to the board of directors.
- To ensure annual records of all pecuniary and personal interests are kept for director board members, committee members and staff.

PREMISES

- To provide guidance for maintenance and development of the office premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the board of directors of the report and set out a proposed order of priorities for maintenance and development, for the approval of the board of directors.
- To appoint subcontractors to make repairs, or alteration to premises.
- To review, adopt and monitor a Health and Safety Policy.
- To arrange professional surveys and emergency work as necessary. - The CEO is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of staff. In this event the CEO would consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.
- To ensure that the IFA's responsibilities regarding litter, refuse are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

STAFFING

- To ensure that the IFA is staffed sufficiently for the fulfilment of the IFA's development plans and the effective operation of the IFA.
- To establish and oversee the operation of the IFA's Appraisal Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation e.g. employee handbook.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the board of directors for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the board of director's staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

| FINANCE & RESOURCES COMMITTEE MEMBERS | | |
|---|----------------------|--------------------|
| Updated and agreed by the Governing Body 08th June 2019 | | |
| NAME | POSITION | END OF TERM |
| Pauline Allen | CEO | Annually reviewed |
| Paul Carbis | Business Development | Annually reviewed |
| Graham Hedley | Company Secretary | Annually reviewed |
| Gareth Hughes | Human Resources | April 2022 |
| Zbigniew Lis | Treasurer | Annually reviewed |
| Marie Wayte * | IFA Chair | April 2020 |
| Independent support: Boydell and Co Accountants, Starck and Uberoi Solicitors, Chamber of Commerce consulted for legal advice as appropriate. | | |

| TERMS OF REFERENCE FOR THE EDUCATION COMMITTEE |
|--|
| GENERAL TERMS |
| <ul style="list-style-type: none"> • To act on matters delegated by the board of directors. • To liaise and consult with other committees where necessary. • To contribute to the IFA's Business Plan. • To consider safeguarding and equalities implications when undertaking all committee functions. |
| QUORUM |
| The committee is free to determine their own quorum, but as a minimum this must be not less than six members of the committee present. |
| MEETING |
| Meetings will be held as frequent as the committee see fit and are available to attend. The chair of the committee will determine if this is to take place physically or held by communicating via another method. The meeting will take place at the time and place as the agenda calling it. |
| REMIT & POWERS |
| Where a new project is proposed this will initially be approved by the board of directors before commencement. Once approval is granted the board of directors will set out the reporting lines for various stages of the project or undertaking. Typically, all reporting will be provided by the chair of the committee (who is also a director and will therefore update their fellow directors) so additional approval to continue its work would not be required. |
| CURRICULUM DEVELOPMENT |
| <ul style="list-style-type: none"> • To review, monitor and evaluate the IFA's curriculum content • To design and implement strategies to improve the curriculum within the frame work provided by international government bodies. • To review the qualification specification requirements of each IFA Qualification. • To develop and review the IFA's policies and procedures for qualification delivery and in accordance with its delegated powers. • To advise if modifications are necessary to ensure IFA Qualification(s) are as accessible as possible and review its reasonable adjustment and special considerations policy. • To issue guidance as appropriate for academic institutions preparing to deliver IFA Qualifications(s). |

QUALITY ASSURANCE, AWARDING & ASSESSMENT

- To review the assessment methods of each IFA Qualification(s) to ensure it is robust and operating effectively.
- To evaluate the fairness, validity and reliability of examinations questions so as to make the necessary improvements and provide examination papers.
- To monitor and evaluate the impact of quality of teaching on rates of learner progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by learners, including any underachieving groups.
- To consider recommendations from external reviews (e.g. independent examiner reports), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To review and develop the approval criteria to deliver IFA Qualification(s).
- To review and monitor approved providers, and recommend sanctions when there is a shortfall in standards.

| EDUCATION COMMITTEE MEMBERS | | |
|---|---|-------------------|
| Updated and agreed by the Governing Body 08 th June 2019 | | |
| NAME | POSITION | END OF TERM |
| Salvatore Battaglia | Curriculum Development Committee Member | Annually reviewed |
| Tony Burfield | Curriculum Development Committee Member | Annually reviewed |
| Dr Marilyn Glenville | Curriculum Development Committee Member | Annually reviewed |
| Josie Donaldson | Quality Assurance Committee Member | Annually reviewed |
| Alan Howell | Curriculum Development Committee Member | Annually reviewed |
| Jane Johson | Curriculum Development Committee Member | Annually reviewed |
| Margaret Karlinska | Curriculum Development Committee Member | Annually reviewed |
| Nicole Perez | Curriculum Development Committee Member | Annually reviewed |
| Gill Farrer-Halls | Quality Assurance Committee Member | Annually reviewed |
| Heather Godfrey | Quality Assurance Committee Member | Annually reviewed |
| Jane Hickson | Quality Assurance Committee Member | Annually reviewed |
| Dinesh Kotecha | Quality Assurance Committee Member | Annually reviewed |
| Kim Lahiri * | Curriculum Development Committee Member | Annually reviewed |
| Norlissa Lee Abdullah | Quality Assurance Committee Member | Annually reviewed |
| Sheray Lopez | Committee Clerk & Awarding Officer | Annually reviewed |
| Susan Mousley | Quality Assurance Committee Member | Annually reviewed |
| Anne Murray | Quality Assurance Committee Member | Annually reviewed |
| Jeannie Sim | Quality Assurance Committee Member | Annually reviewed |
| Doreen Uzice | Quality Assurance Committee Member | Annually reviewed |
| Marie Wayte | Quality Assurance Committee Member | April 2020 |
| Lindsay Woodman | Quality Assurance Committee Member | Annually reviewed |
| Bradley Whale | Curriculum Development Committee Member | Annually reviewed |

TERMS OF REFERENCE FOR THE MEMBERSHIP COMMITTEE

GENERAL TERMS

- To act on matters delegated by the board of directors.
- To liaise and consult with other committees where necessary.
- To contribute to the IFA's Business Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

QUORUM

The committee is free to determine their own quorum, but as a minimum this must be not less than three members of the committee present.

MEETING

Meetings will be held as frequent as the committee see fit and are available to attend. The chair of the committee will determine if this is to take place physically or held by communicating via another method.

REMIT & POWERS

Where a new project or suggested engagement is proposed this will initially be approved by the board of directors. Once approval is granted the board of directors will set out the reporting lines for various stages of the project or undertaking. Typically all reporting will be provided by the chair of the committee (who is also a director and will therefore update their fellow directors) so additional approval to continue its work would not be required.

RESPONSIBILITIES

- To review, monitor and evaluate the IFA's Professional Codes of Practice, Conduct and Ethics and make any recommendations to the board of directors.
- To review the entry requirements of membership.
- To create questionnaires to be circulated to the membership and other means of procuring feedback to inform its work.
- To make recommendations to the board of directors following surveys or questionnaires made to the membership.
- To review benefits of membership and range of activities offered to members.
- To review regional group guidelines and procedures.
- To host regional group meetings from time to time.
- To keep abreast of regulatory requirements by other government bodies to inform their work.
- To keep abreast of legislation requirements and other factors affecting members work.
- To monitor and review the IFA's continual professional development policy and guidelines for IFA approved continual professional development providers.
- To review continual professional development providers applications.
- To make recommendations regarding relevant continual professional development courses to meet the needs of members.

| MEMBERSHIP COMMITTEE MEMBERS | | |
|---|--|--------------------|
| Updated and agreed by the Governing Body 06th June 2019 | | |
| NAME | POSITION | END OF TERM |
| Pavan Hunjan * | Continual Professional Development | April 2022 |
| Keely Eleftheriou | Registrar and Committee Clerk | Annually reviewed |
| Ray Gransby | Legislation Advisor | Annually reviewed |
| Walter Chu | Regional Representative – Hong Kong | Annually reviewed |
| Miyuki Haga | Regional Representative – Japan (Osaka) | Annually reviewed |
| Misuzu Ishida | Regional Representative – Japan (Tokyo) | Annually reviewed |
| Roger Kelly | Hospice Care Integration Advisor | Annually reviewed |
| Tamaki Komori | Regional Representative – Japan (Tokyo) | Annually reviewed |
| Megumi Sugi | Regional Representative – Japan (Nagoya) | Annually reviewed |
| Shiho Takahashi | Regional Representative – Japan (Tokyo) | Annually reviewed |
| Jon Tay | Regional Representative – Singapore | Annually reviewed |
| Sabrina Ning Ning Wang | Regional Representative – China | Annually reviewed |
| Susan Worwood | Regional Representative – Cypress | Annually reviewed |
| Erika Yamanaka | Regional Representative – Japan (Tokyo) | Annually reviewed |

| TERMS OF REFERENCE FOR THE PUBLIC RELATIONS COMMITTEE |
|--|
| GENERAL TERMS |
| <ul style="list-style-type: none"> • To act on matters delegated by the board of directors. • To liaise and consult with other committees where necessary. • To contribute to the IFA's Business Plan. • To consider safeguarding and equalities implications when undertaking all committee functions. |
| QUORUM |
| The committee is free to determine their own quorum, but as a minimum this must be not less than three members of the committee present for a motion to be agreed. |
| MEETING |
| Meetings will be held as frequent as the committee see fit and are available to attend. The chair of the committee will determine if this is to take place physically or held by communicating via another method. The meeting will take place at the time and place as the agenda calling it. |
| REMIT & POWERS |
| Where a new project is proposed this will initially be approved by the board of directors before commencement. The board of directors will set out the reporting lines for various stages of the project or undertaking and once approval is granted of any proposal. Typically all reporting will be provided by the chair of the committee (who is also a director) so additional approval to continue its work would not be required. |
| RESPONSIBILITIES |
| <ul style="list-style-type: none"> • To establish annual goals, achievable and measurable targets. • To establish and maintain a public relations contact list (media contacts etc.) • To liaise and with the IFA's PR consultancy agency when preparing press releases. |

- To establish and maintain a bi-monthly newsletter.
- To oversee the design, marketing, promotion and delivery of media campaigns.
- To participate in events such as health fairs, community awareness activities.
- To engage the membership to help increase involvement in activities of the committee.
- To working with other committees to inform your work.
- To collaborate with subject matter experts as needed for implementation of committee activities and strategies e.g. curriculum development committee members.
- To source charitable projects and other activities for the IFA to engage in to raise the profile of the charity and in furtherance of its objects.
- To assist in providing snippets and sourcing links for the IFA's social media platforms.

| PUBLIC RELATIONS COMMITTEE MEMBERS | | |
|---|------------------------------------|--------------------|
| Updated and agreed by the Governing Body 06th June 2019 | | |
| NAME | POSITION | END OF TERM |
| Tracee Cossey * | Information Communications | April 2022 |
| Denis Spencer | Marketing | Annually reviewed |
| Ezra McNeish | Customer Service & Committee Clerk | Annually reviewed |
| Nicky Grant | Graphic Designer | Annually reviewed |
| Kim Wooldridge | Charity Projects | April 2022 |

| TERMS OF REFERENCE FOR THE RESEARCH COMMITTEE |
|---|
| GENERAL TERMS |
| <ul style="list-style-type: none"> • To act on matters delegated by the board of directors. • To liaise and consult with other committees where necessary. • To contribute to the IFA's Business Plan. • To consider safeguarding and equalities implications when undertaking all committee functions. |
| QUORUM |
| The committee is free to determine their own quorum, but as a minimum this must be not less than three members of the committee in agreeance for a motion to be agreed. |
| MEETING |
| Meetings will be held as frequent as the committee see fit and are available to attend. The chair of the committee will determine if this is to take place physically or held by communicating via another method. The meeting will take place at the time and place as the agenda calling it. |
| REMIT & POWERS |
| Changes to guidelines will initially be approved by the board of directors. Additional undertakings need not be approved as long as a unanimous decision is made amongst the committee members relating to the validity and inclusion of a research paper. |
| RESPONSIBILITIES |
| <ul style="list-style-type: none"> • To develop, monitor and review the IFA's research guidelines. |

- To source research links to be added to the IFA's research hub.
- To resource and critically examine research papers for inclusion in the Aromatherapy Times magazine.
- To establish a panel of peer reviewers on the basis of expertise, utilising contacts to build a list of experts who will also review the papers submitted for publication.
- To monitor and review guidelines in relation to editorial contributions to the Aromatherapy Times magazine based on the quality and validity of submissions.
- To summarise new and relevant scientific research papers for the federations blog and newsletter snippets
- To identify themes for inclusion in the Aromatherapy Times magazine and topical issues in practice.

RESEARCH COMMITTEE MEMBERS

Updated and agreed by the Governing Body 06th June 2019

| NAME | POSITION | END OF TERM |
|------------------|-----------------|--------------------|
| Pierre Franchome | Reviewer | Annually reviewed |
| Ulla-Maija Grace | Reviewer | Annually reviewed |
| Martyn Yates * | Resourcer | April 2019 |

For this specific committee, members of the curriculum development committee would be drawn upon based on the subject matter and their particular area of specialism.

TERMS OF REFERENCE FOR THE DISCIPLINARY & COMPLAINTS COMMITTEE

GENERAL TERMS

- To act on matters delegated by the board of directors.
- To liaise and consult with other committees where necessary.
- To contribute to the IFA's Business Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

QUORUM

There must be no less than three members present or in agreeance for a motion to be carried. For this particular committee if any of the committee members cannot be part of the decision-making process due to conflict of interest the board of directors will engage members either from other committees (dependent on the nature of the complaint) or recruit additional independent persons as appropriate. This will be judged on a case by case basis.

MEETING

Meetings will be held as frequent as required. The chair of the committee will determine if this is to take place physically or held by communicating via another method.

REMIT & POWERS

The committee will report their findings to be approved by the board of directors. For complex cases the Committee has the power to split responsibilities amongst its members. For example, some members may only be involved in the investigation, others at the conduct and competence stage or at the hearing where appropriate.

DISCIPLINARY & COMPLAINTS

- To consider complaints made against members, training providers or employees.
- To investigate and critically examine the evidence provided as per the IFA's published Complaints Policy.
- To ensure that investigations and/or hearings are conducted fairly and objectively.
- To report findings of an investigation and drawn conclusions.
- To recommend sanctions/interim measures where appropriate.
- To review the Disciplinary Procedure and Sanctions Policy and other related policies including Malpractice and Maladministration Policy, Cheating and Plagiarism Policy and Disciplinary Procedure and make recommendations to the board of directors for improvement.
- To make recommendations to the board as may be required to consider and adjudicate, agree and or impose further conditions of membership and/or applied to Centre's.
- To consider and manage appeals ensuring those involved in the original decision are not involved in the decision-making process of the appeal.

DISCIPLINARY & COMPLAINTS COMMITTEE MEMBERS Updated and agreed by the Governing Body 06th June 2019

| NAME | POSITION | END OF TERM |
|-----------------|--------------------------------------|-------------------|
| Lauren Allen | Operations Manager & Committee Clerk | Annually reviewed |
| Gareth Hughes * | Human Resources | April 2022 |
| Stephanie Lord | Equal Opportunities | Annually reviewed |
| Carol Preen | Quality Assurance | Annually reviewed |
| Diane Savage | Quality Assurance | Annually reviewed |

Independent support: Starck and Uberoi Solicitors and Chamber of Commerce legal advice line to be consulted as appropriate.