

Purpose

To assist the APLAC Committee Chairs in planning and performing their key responsibilities and tasks

Timeframes for tasks may vary from time to time

Item	When	Done
Provide a written committee report and current work plan for inclusion in the General Assembly agenda papers	4 weeks prior to GA	
Provide an itemised request for funding for the next year to be included in the draft APLAC budget	4 weeks prior to GA	
Provide an electronic copy of the agenda papers for the committee meeting to the APLAC Secretariat as well as to committee members	4 weeks prior to meeting	
Give permission or otherwise to requests for observers to attend the meeting	Ad-hoc basis prior to meeting	
Appoint a minutes secretary for the meeting	Prior to meeting	
Prepare and circulate an attendance list: minimum information to collect is name, affiliation (i.e. name of AB, etc.), member/observer status	Prior to and at the beginning of meeting	
Review terms of membership of committee members and maintain a record of date appointed/re-appointed	During meeting	
Review activities and documents for which the committee is responsible and record the outcome in minutes of meeting	During meeting	
Review the Terms of Reference, revise if necessary	During meeting	
Review committee work plan and amend as necessary	During meeting	
Prepare a short summary report to be presented at the General Assembly. Include proposed revision to Terms of Reference and Committee Work Plan	After meeting and prior to GA	
Circulate completed draft minutes to members and append attendance list	4 weeks after meeting	
Send an electronic copy of the draft minutes to APLAC Secretariat	4 weeks after meeting	
Provide final minutes from the previous meeting to the Secretariat	4 weeks after meeting	
Send an electronic copy of the revised Terms of Reference to APLAC Secretariat	As necessary	
Send changes of committee members to the APLAC Secretariat to be added to the committee's membership list	As necessary	
Ensure the work plan is met	As necessary	
Ensure APLAC documents have been prepared or revised in accordance with section 7 of the APLAC Management System Manual	As necessary	

Item	When	Done
Provide a brief report, including a list of any sub-committees and working groups and the names of their convenors, and a current membership list, for inclusion in the agenda papers for the mid-term Board of Management agenda papers	4 weeks prior to mid-term BoM meeting	
Upon receipt of the work plan from the Secretariat, the Committee Chairs shall provide an updated committee work plan to the Secretariat prior to Board of Management meetings	4 weeks prior to the mid-term BoM	