



# IDLSoc Corporate Advisory Board (CAB)

## Terms of Reference

This document sets out the proposed operating practice for an IDLSoc Corporate Advisory Board (CAB).

### **Scope**

The CAB shall advise the IDLSoc General Committee on a range of topics related to Data Links, its operation, technical aspects, information dissemination, training, accreditation and development.

### **Responsibilities**

The CAB is responsible to advise IDLSoc General Committee on, but not limited to, the following:

- Priority issues related to Data Links.
- The practice (and best practice) of Data Links both in the Military and Civil Sector
- Teaching and training of Data Links
- To promote of the employment of Data Links worldwide.
- IDLSoc annual events, their content and organisation.
- The relationship between IDLSoc and other related national and international bodies and organisations.
- Promote IDLSoc membership and participation worldwide.

Views expressed by the CAB will not necessarily reflect the policy of IDLSoc General Committee.

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## Membership

Representatives of subscribing organisations and volunteer IDLSoc members will make up membership of the CAB. All CAB membership will be voluntary. All applications by organisations and IDLSoc members is subject to approval and appointment by the IDLSoc General Committee.

CAB will be presided over by an elected chair and secretary. The chairman's role will be supported by an elected vice chair. The chairperson of the CAB may invite others to attend the CAB meetings on a case by case basis.

## Election of Chair, Vice-Chair and Secretary

Nominations for the position of CAB chair and vice-chair will be required to be received ready for the inaugural meeting of the CAB to be held after the IDLSoc Annual Meeting of Members. Secret ballots for the chair and vicechair positions will then take place at the inaugural meeting of the CAB. The chair will then be selected with the candidate with the most votes.

The vice-chair and secretary of the CAB will be elected by the CAB members at the first meeting to be held after the IDLSoc Annual Meeting of Members in the same manner as the selection of the CAB chair.

Term of office for the CAB chair, vice-chair and secretary will be 2 years. After this time period a new chair, vice-chair and secretary must be appointed using the selection method described above.



## Management of Meetings

Meetings shall be held at regular intervals, at a minimum of twice yearly, with the venue for and date of the next meeting being the final Agenda item. All members of the CAB are responsible for the finance of their own travel and subsistence costs.

The Chair will preside at all meetings. In the chair's absence the Vice Chair will manage the meeting.

In the absence of the Secretary, if a deputy has not already been nominated, the CAB chair will elect a Secretary from the CAB members present.

Meetings may take place using teleconference facilities if agreed by all CAB members.

## Meeting agenda and Minutes

The agenda for each CAB meeting will be agreed between the Chair and the Secretary, and circulated at least seven days prior to the meeting.

Any CAB member can submit items for inclusion in the agenda provided it is submitted fourteen days for the planned meeting.

The recording and distribution of the minutes of CAB meeting is the responsibility of the CAB secretary. Minutes of previous meeting and actions outstanding/arising will be standing agenda items for all CAB meetings. Minutes of CAB meeting shall be distributed to all CAB members and copied to the IDLSoc general committee no later than 2 weeks after the meeting.

Minutes of previous meetings will be approved as true record of the meeting by the CAB during the next meetings business.



## **Liaison between CAB and IDLSoc General Committee**

CAB recommendations will be presented to the IDLSoc General Committee by the CAB chair in a formal report.

CAB will receive, discuss, and respond to requests from the IDLSoc General Committee through the CAB secretary or chair.

An IDLSoc General Committee representative will be invited to attend CAB meetings.

The CAB Chair will be invited to attend and report progress/findings of the CAB meeting to IDLSoc General Committee meetings.

Additional CAB representatives may be invited to attend the IDLSoc General Committee meetings when deemed necessary.

## **Working Groups**

Members of the CAB may nominate staff from their organisations to join working groups set up by IDLSoc Technical Committee. Attendance of working groups will require authorisation from the CAB chair. The chairs of working groups will provide progress reports to the CAB meeting.

The CAB may suggest future/new topics for working groups to the IDLSoc Technical Committee, for their consideration and approval.

Membership of such Working Groups is not limited to members of the CAB.



## Voting

When a vote is required, then the decision being made shall have a quorum if more than 50% of the members are present or in telephone contact.

If a decision is required prior to the next meeting then electronic voting can take place.