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Links between the AAE Board of Directors and the AAE Committee Chairpersons

The requirements which follow are designed to ensure, without introducing excessive formality, that

1. The AAE Committees deliver their part of the AAE overall Strategy and the Strategic Objectives effectively and efficiently; in particular they continue to work in order to deliver a great deal of “Strategic Objective 1: Enhance relations with European institutions” (providing high quality professional advice); and Committee Chairpersons, in the first place, continue to represent the respective committee’s views during discussions with such European institutions.
2. The Board shall supervise the activities of the Committees but should not manage those activities,
3. Communication between Committee Chairpersons and the Board is open, comprehensive, regular and two way, and
4. There is ample opportunity for each of the two parties to ask questions of the other and to provide feedback and challenge as appropriate,
5. The AAE Chairperson with the help of the Chief Executive is responsible for ensuring the good application of the principles formulated in this document

Reports and minutes

- Committee Chairpersons will be required to provide a quarterly report to the Board at a time to be agreed, covering the activities of the relevant Committee and any sub-Committees or other Committee bodies.
- All minutes of Committee meetings will be provided to the Board.

Exchange of information and attendance at meetings

- A two way information flow between Committee Chairpersons and Board Members at the formal Board meetings and informally beyond the formal Board meetings is vital for delivering the strategy of the AAE and all are expected to act accordingly.
- Members of the Board will have a right of attendance at all Committee meetings.
- Committee Chairpersons shall be invited to attend all Board meetings. Part of the Board may be closed to Committee Chairpersons when certain confidential matters (such as evaluation of the Committees or personal matters) are discussed. The Board will ensure that sufficient time is available at these meetings to discuss the activities of the relevant Committees. Committee Chairpersons shall have the right to speak freely at the Board meetings but shall have no right to vote.
- The Board and Committee Chairpersons must, between them, ensure that Committees are regularly briefed as to AAE strategy, developments and issues.

Sub-Committees

- Where Committees propose to establish a sub-Committee (or other Committee body), the nature and terms of reference of the proposed sub-Committee will be provided to the Board for approval in advance of establishment of the sub-Committee.

Meetings with European Institutions

- Committee Chairpersons may set up formal meetings with European Institutions, e.g. EIOPA, European Commission, provided that the Board is notified about the meetings, subject matter and proposed approach and the Board does not raise any objection.
- Committee Chairpersons will in normal circumstances attend regular update meetings between the AAE and European Institutions which are relevant to the work of their Committees.

Consultations

- Consultations or discussion papers issued by European Institutions will be considered, and responses prepared by, the relevant Committee. Responses will be subject to approval by the Board in advance of submission. The relevant Committee Chairperson must keep the Board informed as to progress of such responses and material issues arising in their preparation.

Terms of reference

- Committees are required to consider annually the continued appropriateness of their terms of reference and to report any changes considered necessary to the Board for ratification. Outputs from this annual process should normally form part of the annual report from the Committee Chairperson to the Board.

Approved by the General Assembly on 22 September 2017