FOR THE ESTABLISHMENT OF SUBCOMMITTEES, TASK FORCES AND WORKING GROUPS

1) INTRODUCTION

All AAE committees, subcommittees, task forces and working groups are expected to follow up on the Strategic Objectives of the AAE.

2) SUBCOMMITTEES AND TASK FORCES

1. Subcommittees and task forces are means by which Committees may pursue efficiently specific objectives.

2. The AAE Board or Committee may appoint their own subcommittees and task forces, and establish their terms of reference (as long as these are contained within the scope of the main Committee(s)), membership, time line and target dates, all subject to subsequent reporting to the AAE Board or Committee. The AAE Board or Committee shall approve the terms of reference and appoint the chairperson and vice-chairperson of the subcommittee or task force.

3. The appointing AAE Board or Committee is responsible for setting coordination and reporting arrangements and will ensure compliance with AAE governance.

4. Members of subcommittees and task forces shall not represent particular Full Member Associations, but are selected on the basis of their expertise needed to achieve the specific goals of the subcommittees and task forces.

5. Subcommittees should be appointed where the nature of the work is for a longer term.

6. Task forces should be appointed only for limited periods of time where the nature of the work is of limited duration and for a specific task. They should be disbanded when the task is complete.

7. Subcommittees and task forces should, where possible, carry out their work between meetings of the AAE Board or Committee(s) to which they report.

8. Members of subcommittees or task forces do not need to be delegates to the main Committee(s).

9. The (vice-) chairperson of a subcommittee or task force will present the results to the AAE Board or to the Committee to which he/she reports.

3) WORKING GROUPS

1. Working groups are complementary to the basic structure of Committees, subcommittees and task forces; they are created to pursue specific objectives that may overlap with several Committees areas.

2. The AAE Board or Committee may appoint working groups and establish their terms of reference (as long as these are contained within the scope of the main Committee(s)), membership, time line and target dates, all subject to subsequent reporting to the AAE Board or Committee. The AAE Board or Committee shall approve the terms of reference and appoint the chairperson and vice-chairperson of the working group.

3. The appointing AAE Board or Committee is responsible for setting coordination and reporting arrangements and will ensure compliance with AAE governance.

4. Members of working groups, can include non-actuaries and shall not represent particular Full Member Associations, but are selected on the basis of their expertise needed to achieve the specific goals of the working group.

5. A working group is presumed to be established for an indefinite period, unless the terms of reference for the working group provides otherwise. They should be disbanded when the task is complete.

6. Working groups should, where possible, carry out their work between meetings of the AAE Board or Committee to which they report.

7. Members of working groups, including the (vice-) chairperson, do not need to be delegates to the main Committee(s).

8. The (vice-) chairperson of a working group will present the results to the AAE Board or Committee to which he/she reports.

9. Under exceptional circumstances in the sole discretion of the AAE Board, working groups may be permitted by the AAE Board to formally represent, or speak on behalf of, the AAE.

4) FORMAL APPROVAL

1. If not established by the AAE Board the nature and terms of reference of the proposed Subcommittee, task force or working group will be provided to the AAE Board for approval in advance of establishment of the Subcommittee, task force or working group.