



# AAE

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## PROTOCOL FOR THE ESTABLISHMENT OF SUBORDINATE BODIES (SUBCOMMITTEES, TASK FORCES AND WORKING GROUPS)

### 1) INTRODUCTION

The AAE Statutes set out the four AAE governance bodies: the General Assembly, the Board of Directors (“Board”), the Nominations Panel, and Committees. The General Assembly decides on the Terms of Reference for the Board and on the establishment of Committees on specific subjects.

The Terms of Reference for the Board set out that the Board submits the Committee structures and the Terms of Reference of the Committees to the General Assembly. The Board itself may also establish temporary non-statutory bodies. Consequently, the Board supervises both the activities of the Committees and of other bodies it has established itself.

According to the Internal Regulations, Committees may also establish subordinate bodies reporting to the Committee, subject to approval by the Board. These subordinate bodies should have terms of reference that are in accordance with the terms of reference of the establishing Committee and are approved by the Board.

The AAE non-statutory subordinate bodies have one of the following formats: subcommittee, task force or working group. They are all expected to follow up on the Strategic Objectives of the AAE.

### 2) SUBCOMMITTEES

1. Subcommittees are meant to be appointed by Committees for performing part of the permanent work program of the Committee, i.e. where the nature of the work is for a longer term.
2. The Committee may establish the terms of reference of a subcommittee (as long as these are contained within the scope of the main Committee(s) and not inconsistent with the AAE Statutes or the Internal Regulations), membership, and target dates, all subject to subsequent reporting to the respective Committee. The Committee shall approve the terms of reference and appoint the chairperson and (if applicable) vice-chairperson of the subcommittee.
3. The appointing Committee is responsible for setting coordination and reporting arrangements and will ensure compliance with AAE governance.
4. Members of subcommittees shall not represent particular Full Member Associations but are selected based on their expertise needed to achieve the specific goals of the subcommittees.
5. Subcommittees should, where possible, carry out their work between meetings of the Committee to which they report.
6. Members of subcommittees established by a Committee do not need to be delegates to this Committee.
7. The chairperson or vice-chairperson of a subcommittee will present the results to the Committee.

### 3) TASK FORCES

1. Task forces are meant to be appointed to perform a Board- or Committee-related specific task within a limited time frame. They should be disbanded when the task is complete.
2. The Board or Committee may establish the terms of reference of a task force (as long as these are not inconsistent with the AAE Statutes or the Internal Regulations), membership, timeline and target dates, all subject to subsequent reporting to the Board or Committee, respectively. The Board or Committee shall approve the terms of reference and appoint the chairperson and (if applicable) vice-chairperson of the task force.
3. The appointing Board or Committee is responsible for setting coordination and reporting arrangements and will ensure compliance with AAE governance.
4. Members of task forces can include non-actuaries and shall not represent particular Full Member Associations but are selected based on their expertise needed to achieve the specific goals of the task force.
5. Task forces should, where possible, carry out their work between meetings of the Board or the Committee to which they report.
6. Members of task forces established by a Committee do not need to be delegates to this Committee.
7. The chairperson or vice-chairperson of a task force will present the results to the Board or to the Committee to which they report.

### 4) 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. A working group is presumed to be established for a mid to long term, unless the terms of reference for the working group provides otherwise. They should be disbanded when their specific goals have been achieved, or when those goals are no longer pursued.
3. After consultation with the Committees involved, the Board may appoint working groups and establish their terms of reference (as long as these are not inconsistent with the scope of the Committee(s) involved, the AAE Statutes or the Internal Regulations), membership, timeline and target dates. The Board shall approve the terms of reference and appoint the chairperson and vice-chairperson of the working group.
4. The Committees involved are responsible for setting coordination and reporting arrangements and will ensure compliance with AAE governance.
5. Members of working groups can include non-actuaries and shall not represent particular Full Member Associations but are selected based on their expertise needed to achieve the specific goals of the working group.
6. Working groups should, where possible, carry out their work between meetings of the AAE Committee(s) to which they report.
7. Members of working groups, including the chairperson and the vice-chairperson, do not need to be delegates to one of the Committee(s) involved.

8. The chairperson or the vice-chairperson of a working group will present the results to the Committee(s) involved and the Board.
9. Under exceptional circumstances in the sole discretion of the Board, working groups may be permitted by the Board to formally represent, or speak on behalf of, the AAE.

Approved by the AAE Board of Directors on 1 July 2026.