

# Appendix 2 – Subcommittee Terms of Reference

## 1. Purpose

This appendix defines the structure, responsibilities, and operation of ISIC subcommittees as established under §18–§19 of the Constitution.

## 2. Composition

Each subcommittee consists of a minimum of three members, preferably an odd number, elected by the General Assembly.

Apprentices may be included without voting rights to ensure continuity.

## 3. Representation and Rotation

ISIC strives for diversity of national representation in all subcommittees.

After three consecutive terms (nine years), members are encouraged to consider renewal to promote rotation and new perspectives.

## 4. Roles and Responsibilities

Each subcommittee shall:

- Operate under a written Terms of Reference approved by the General Assembly.
- Report annually to the Executive Committee by 15 June.
- Propose initiatives or projects relevant to its area.
- Maintain regular communication with the Executive Committee and other committees.

## 5. Leadership

Each subcommittee elects a Chair from among its members.

The Chair coordinates activities, schedules meetings, and ensures compliance with reporting deadlines.

## 6. Meetings

Subcommittees meet digitally or physically as needed.

Quorum is reached when a majority of members are present.

Committees shall seek to make decisions by consensus; if consensus cannot be reached, decisions are taken by majority vote.

## 7. Funding

Subcommittees are normally self-funded.

Requests for ISIC financial support must be submitted through the Executive Committee before the annual budget cycle.

## 8. Coordination and Accountability

The Executive Committee monitors the performance of all subcommittees and may propose restructuring or re-election when necessary.

Committees may be dissolved by decision of the General Assembly.

## 9. Apprentices

### Purpose

Apprentices are elected to ensure continuity, competence development, and the long-term sustainability of ISIC's subcommittees.

They may participate in all committee meetings and discussions with full right to speak and contribute but hold no voting rights.

### Term of Service

Apprentices are elected for one year at a time by the Chairmen Meeting during the **General Assembly**.

There is no maximum number of terms, but after three consecutive years, the committee and the apprentice should jointly consider whether renewal or rotation is appropriate.

### Nomination and Eligibility

Apprentices may be nominated by a national ISIC member club or may nominate themselves in writing, following the same nomination deadlines and procedures as other elected positions.

All nominees must be **registered members of a recognized national ISIC member club** in good standing. Nominations must include confirmation of club membership.

### Participation

Apprentices are invited to attend all meetings of the subcommittee to which they are elected, with access to all relevant documents, reports, and communications.

They are expected to participate actively in discussions and contribute to the committee's work under guidance of the committee.

### Transition, Renewal and Future Candidacy

Apprentices who have actively participated throughout their full term may, at the end of that term, either:

- **apply for renewal** of their apprentice status for another year, or
- **stand as candidates** for full committee membership, or
- **conclude their apprenticeship** after completing the current term.

Renewal or candidacy requires an **active application**, either submitted personally or through the apprentice's national member club, within the official nomination period defined in Annex 4.

Apprentices are not automatically renewed, converted, or continued in their role; continuation depends on demonstrated engagement and timely application.

### Record Keeping and Learning

Apprentices are encouraged to maintain personal notes of discussions and activities to support knowledge transfer and continuity within the committee.

They may be invited by the committee to assist with draft reports, documentation, or specific working tasks as part of their learning process.