

**TERMS OF REFERENCE**  
**for the Environment Sub-Committee of**  
**The Institute of Directors Jersey Branch (“IoD Jersey”)**

**1. Purpose/Mission Statement:**

The Institute of Directors (“IoD”) is a membership organisation awarded a Royal Charter to support, represent and set standards for business leaders worldwide.

The IoD is represented globally through a network of branches, one of which is the IoD Jersey, which itself operates with a main Executive Committee which has a series of sub-committees.

The purpose of the Environment Sub-Committee is to seek to improve the environmental responsibility of the IOD, its members and their operations.

**2. Scope:**

The Sub-committee will further its goals by seeking to:

- Examine the activities of the IOD to better understand the IOD's impact on the environment;
- Provide the IOD and its members with information on issues relative to environmental responsibility;
- Identify best practices to ensure that the activities of the IOD and its members promote environmental responsibility;
- Provide relevant and appropriate advice and recommendations to the IOD and its members to enable them to promote environmental responsibility within their operations; and
- Collaborate with the IOD, its members, and the broader community on efforts to improve environmental responsibility.

The Sub-committee anticipates that the knowledge and understanding that it generates can promote environmental responsibility, and the resulting recommendations will encourage greater adoption of environmentally beneficial practices\*.

### **3. Authority:**

Decisions of the Sub-committee will take the form of recommendations to the IOD and its members, and to a wider audience where appropriate.

### **4. Composition:**

The Sub-committee will consist of nine members, with the member appointed by the Executive Committee acting as Chair. Any three members will constitute a quorum, one of which must be the Chair or Vice-Chair. The functions are performed on a pro-bono basis for an initial three year term.

### **5. Meeting arrangements:**

The Sub-committee will aim to meet once every two months. The agenda and minutes of the meeting will be prepared on a round-robin basis. Decisions at meetings will be by majority.

### **6. Report:**

The committee will report to the Executive Committee as and when meetings of the Executive Committee are held. The reporting will be by way of update at the meetings of the Executive Committee.

### **7. Confidentiality and security:**

The Sub-committee must maintain all information securely, including any documents, contracts and templates, and be mindful of the relevant data protection requirements.

The Sub-committee must keep all information strictly confidential at all times and this condition remains in force once a member leaves the Sub-committee

### **8. Review:**

The terms of reference will be reviewed on a yearly basis or as required.

*\*committee recommendations are non-binding*

**7 September 2020**