



Australian Institute of
Project Management

International Committee Charter

DOCUMENT CONTROL

Version/ Amendment No	Date	Nature of Version/Amendment
Version 1.0	November 2015	Draft
Version 2.0	December 2015	Reviewed By Leh Simonelli Chair
Version 3.0	August 2016	Board Approval
Version 4.0	December 2017	Board reviewed and approved

INTERNATIONAL COMMITTEE CHARTER

(Approved by the Board on 6 August 2016)

1. INTRODUCTION

The purpose of the charter is to document the objectives, responsibilities, and administration of the International Committee (“the Committee”) which are delegated to the Committee by the Australian Institute of Project Management’ (“AIPM”) Board (“the Board”).

2. OBJECTIVES

The objectives of the Committee are to assist the Board to discharge its corporate governance responsibilities to exercise due care, diligence and skill in relation to:

- (i) Provide advice to the Board and management on the current and emerging opportunities available to AIPM internationally with a major focus on Asia;
- (ii) Provide guidance on the best approach to assess these markets;
- (iii) Provide strategic advice on the priorities for AIPM and on any pertinent international matters; and
- (iv) Act as ambassadors for AIPM where required.

3. RESPONSIBILITIES

The principal responsibilities of the Committee are to:

- (a) provide independent input and advice to AIPM whilst management undertakes an initial assessment of the potential of the market;
- (b) assist management in the formulation of recommendations to the AIPM Board as to the strategic approach and priorities in going forward with a push into new markets;
- (c) provide strategic networks; and
- (d) act, individually, as representatives for AIPM.

The International Committee will provide advice to AIPM management on analyzing markets and formulating an international strategy. This advice may include:

- (i) Issues, such as;
 - a. branding and positioning in the international marketplace;
 - b. requirements of stakeholders/partners;
 - c. appropriate marketing channels to be utilized; and
 - d. identification and assessment of potential partners.
- (ii) Anticipating the market and project management trends;
- (iii) Being a ‘think tank’ to analyse opportunities and threats;
- (iv) Ensuring that appropriate market research is conducted on customer needs, current and future competitors and trend analysis;
- (v) Assisting in reviewing positioning papers and business cases prepared for the Board.

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4. ADMINISTRATION

4.1. Membership and attendance at meetings

- (a) The Committee comprises at least (3) Members (all of whom are Members of the AIPM):
 - (i) the Chair of the Committee who is a Director of the Board, appointed by the Board; and
 - (ii) at least two (2) other Members of Institute nominated by the Board.
- (b) A quorum of the Committee is any two (2) members of the Committee.
- (c) From time-to-time, the Committee may invite other people to attend Committee meetings as it considers necessary.
- (d) The secretary of the Committee is a person nominated by the Committee Chair (“the Secretary”).

4.2. Meetings of the committee

- (a) Meetings are held not less than twice a year, and special meetings may be convened as required to fulfil the Committee’s Responsibilities.
- (b) Meetings may be held in person, by telephone or by video conference, or by any combination of these media.
- (c) The Secretary, or other person nominated by the Committee Chair, takes minutes of the proceedings of all meetings of the Committee.

4.3. Authority

- (a) The Committee has no executive power over its findings and recommendations.
- (b) The Board authorises the Committee, within the scope of its responsibilities, to:
 - (i) seek any information it requires from any employee or external party;
 - (ii) obtain outside legal or other independent professional advice; and
 - (iii) request the attendance of any external party with relevant experience and expertise.

4.4. Board reporting

The Chair of the Committee reports to the Board after each meeting of the Committee. The report should cover recent findings and recommendations of the Committee. The minutes of all Committee meetings are circulated to all Board members.

4.5. Review of charter and composition

The Board annually reviews the composition of the Committee and approves the Committee charter.