



Irish Centre for European Law

Irish Centre for European Law (“ICEL”) Officers’ Committee

Terms of Reference

The Officers’ Committee of ICEL is established by the Board under Articles 64 and Article 65 of the Constitution of ICEL.

1. Purpose of the Committee

The Committee is established with the purpose of assisting the Officers in the discharge of their functions, and ensuring the Board’s resolutions are carried into effect.

2. Scope of the Committee

(a) The Committee shall:

- (i) advise any Officer in the discharge of their functions;
- (ii) advise and direct the Chief Executive and any member of staff in the discharge of their functions;
- (iii) monitor the carrying out of the Annual Plan and the resolutions of the Board;
- (iv) where requested by the Treasurer, monitor the finances of the Centre and consider the Budget of the Centre;
- (v) make any decision delegated by the Board (including those decisions delegated by the Board at its meetings of 7 February 2022 and 4 April 2022).

(b) The Committee shall be subject to the Board of ICEL and the scope of its function and responsibilities may be narrowed or broadened by the Board.

3. Membership of the Committee

(a) (i) The Committee shall consist of the President, the Deputy President, the Secretary, the Treasurer and such persons as the Board may from time to time appoint (who need not be members of the Board).

(ii) From the approval of these Terms of Reference, the persons appointed by the Board to become members of the Committee to serve until 3 May 2022 are: Dr Vincent Power SC; Brian Doherty; and, Advocate General Anthony M Collins.

(iii) The Committee has the authority to co-opt additional members (who need not be members of the Board).

(iv) The Committee must have amongst its members a majority who are members of the Board.

(b) The quorum shall be three members.

(c) The Committee shall act by majority, and the chairperson of the meeting shall have a casting vote.

(d) The Committee shall appoint its own chairperson and secretary.

(e) Neither the Chief Executive Officer nor the Administrator nor any member of staff of the Centre shall be a member of the Committee.

4. Meeting arrangements

Meetings of the Committee may be convened by any member, and shall take place as are determined to be necessary by the Committee.

5. Reporting

(a) The Committee shall report to the Board after every meeting of the Committee.

(b) The Chief Executive shall draft all documents and prepare all recommendations at the direction of the Committee.

6. Powers

(a) The Committee shall exercise no delegated power of the Board other than where specified herein or conferred by decision of the Board and save where provided herein shall make no decision pertaining to the management or administration of the Centre and shall exercise no authority over staff or volunteers of the Centre.

(b) The Committee shall, upon reasonable request, be entitled to receive or inspect any document or records system of the Centre, including any document of the Board or the other Committees.

(c) The Committee shall, upon reasonable request, be entitled to require the attendance before it of any member of the Board or Committee or any member of the Centre's staff.

(d) The Committee shall, upon reasonable request, be entitled to ask questions in writing of the Board or any Committee, or any member of the Board or any member of any Committee or any member of the Centre's staff, who shall provide answers to such questions.

(e) The Chief Executive shall if requested by the Committee draft all documents and prepare all recommendations at the direction of the Committee.

7. Sub-committees

The Committee may at its discretion establish and delegate responsibility to sub-committees. Such sub-committees shall also be governed by these Terms of Reference.

8. Term of office

The Committee's term of office ends at the next Annual General Meeting of the ICEL.

**By Order of the Board
4 April 2022**