

Terms of Reference Working Group Executive Sponsor

Mandate

At the ISSA Board Meeting of May 23, 2018 it was agreed that interested ISSA Board Members should be invited to act as an 'Executive Sponsor' for a particular Working Group (WG). The aim is that through the involvement of Board Members, in a role of 'champion', there will be benefit to all involved parties (Board, Operating Committee (OC), WG participants and the CEO Office).

It is at the discretion of each Board Member as to whether they agree to become an Executive Sponsor and support a specific Working Group.

Role of the Executive Sponsor

The role of the Executive Sponsor includes the following key responsibilities:

- To guide the Co-Chairs of the WG in co-operation with the OC Chair and the CEO Office on the direction of the WG and its alignment with ISSA's Objectives
- To assist the Co-Chairs of the WG, the OC Chair and the CEO Office in recruiting experts from the ISSA Membership
- To help identify relevant research or other available information they deem to be relevant for the working group activities
- To be prepared to review drafts of WG reports as requested by the Co-Chairs before a draft report is ready for further discussion with the Members of the OC and the ISSA Board
- To be prepared to share periodically with the Co-Chairs their opinion with respect to the scope and the milestones set and to recommend any amendments

Meetings/Calls

The Executive Sponsor is invited to attend WG Meetings and Calls. However, attendance is optional. Each Executive Sponsor will receive invitations for such Meetings and Calls, as well as the agendas and minutes for each Meeting/Call.

Link to the ISSA Board

Together with the OC Chair and the CEO Office, Executive Sponsors communicate their personal views to all the Members of the Board on the occasion of Board Calls and Meetings.