Joint Section Committee - Terms of Reference

Date Approved – January 22, 2026

1. Membership

The Joint Section Committee (JSC) comprises the Chairs of the IAAHS, IAALS, IACA and PBSS Sections as voting members. The Chairs of the AFIR-ERM and ASTIN Sections may attend as Observers. The IAA shall designate an IAA representative appointed by the Executive Committee and representatives from the IAA Secretariat who may attend as Observers. Section Treasurers may be requested to participate in meetings where their expertise is required. The JSC may, at its discretion, hold closed meetings without Observers present.

Proxy Arrangements

A Section Chair may nominate a proxy in their absence, who shall exercise the Section's voting rights.

Chair

On a calendar year basis, the JSC Members shall elect a chair. In the event that the JSC Chair is no longer a Section Chair, the role shall be assigned to another JSC Member.

Additional Invitees

The JSC may extend invitations to subject matter experts or other relevant parties to attend meetings as non-voting participants, upon request of any Section Chair.

2. Purpose

- Increase the impact and visibility of IAA Sections through coordinated initiatives
- Support common goals and objectives across all Sections
- Achieve operational efficiency through shared resources and best practices
- Assist in achieving the Mission, Vision and Strategic Objectives of the IAA
- Facilitate knowledge sharing and collaboration between Sections

3. Roles and Responsibilities

- **Colloquia:**
  - The JSC will receive invitations and approve future locations of joint Section colloquia (JoCo).
  - The JSC will determine income/cost sharing arrangements amongst the Sections and colloquia host. (Note: The memorandum of understanding binding the IAA and the colloquia host shall be signed in accordance with the IAA Policy for Signing Contracts)
  - The JSC shall receive regular updates from each JoCo organizing committee chair and the JoCo post-event report.

- **Growth and Marketing**: Develop and approve growth and marketing initiatives common to all or most Sections. The JSC may establish dedicated task forces to address specific initiatives.
- **ASTIN Bulletin**: Receive annual reports from the Editor-in-Chief of the ASTIN Bulletin and approve locations of future ASTIN Bulletin conferences, as well as any financial decisions related to the ASTIN Bulletin Management Board.
- **actuview**: Receive the annual report and approve agreements, including recording arrangements at section colloquia.
- **Joint Activities**: Promote Section members' interests through developing collaborative activities and programs. Identify opportunities for inter-section collaboration and oversee implementation.
- **Financial Coordination**: Approve joint financial policies (e.g. expense reimbursements, bursaries, etc.) applicable to Sections. Review financial matters common among Sections as referred by the Financial Matters Working Group

4. Decision-Making Authority

The JSC operates within the IAA Statutes, Internal Regulations and Section Rules. The Members of the JSC shall have the authority to make decisions related to matters outlined in its Role and Responsibilities (#3).

The JSC ensures that an agreement or recommendation reflects the position of at least 75% of JSC Members. Each JSC Member shall have a single vote. If an agreement cannot be reached, no recommendation will be made.

Voting Requirements

- Each JSC Member has one vote.
- Recommendations require support from at least 75% of JSC Members.
- If consensus cannot be reached, no recommendation will be made.
- Dissenting views may be recorded in meeting minutes.

5. Operational Procedures

Meeting Frequency

- Minimum of two meetings per year, scheduled to coincide with IAA Council and Committee Meetings or a Section Colloquia.

Meeting Administration

- **Agendas**: Prepared by IAA Secretariat in consultation with the Section Chairs, distributed with supporting documents at least one week before meetings.
- **Minutes**: Formal minutes recorded for all meetings, distributed within two weeks of meeting.
- Action items tracked and reported at subsequent meetings.

Reporting and Communication

- Section Chairs report JSC outcomes to their respective Section Boards.
- Minutes shared subject to confidentiality provisions.
- Annual summary report prepared for IAA Executive Committee.
- Information sharing via IAA website and social media channels, as appropriate.

Quorum Requirements

Meetings are quorate when at least 75% of JSC Members are represented, whether in person, electronically, or via authorized proxy.

Confidentiality

- The JSC may designate matters as confidential at its discretion
- Confidential matters would be clearly marked in meeting records
- All members are bound by IAA confidentiality policies

6. Supporting Structures

Financial Matters: A separate working group ("Financial Matter Working Group") shall be convened as appropriate with the IAA Secretariat which includes all Section Treasurers to discuss common matters related to financial statements of Sections. As appropriate, this working group shall report to the JSC.

Additional Working Groups

The JSC may establish temporary working groups or task forces to address specific issues, with defined mandates, timelines, and reporting requirements.

7. Review and Amendment

These Terms of Reference shall be:

- Reviewed annually for effectiveness and relevance.
- Amended only with support of at least 75% of Sections.
- Subject to approval by the IAA Executive Committee for any substantive changes.