

# IAWF Stewardship Committee - Charter

## Purpose

Stewardship entails the careful and responsible management of something entrusted to one's care. The Stewardship Committee conducts comprehensive oversight of IAWF functions to ensure sound management of the Association. The Stewardship Committee replaces and incorporate the functions of the previous committees for:

- Awards
- Scholarships
- Nominations
- Strategic Planning
- Finance
- Fund Development

## Stewardship Committee functions

The Stewardship Committee will meet at least once every 2 months. Meetings will usually be conducted virtually using telephone /video conferencing. The functions of the Stewardship Committee will include:

1. Strategic planning
2. Risk assessment and management
3. Finance and fund development
4. Compliance
5. Liaison between Scholarship Committee and IAWF Board of Directors for Nominations
6. Liaison between Awards Sub-committee lead and IAWF Board of Directors for Nominations
7. Manage and recommend nominations to the Board of Directors for new Board Members
8. Oversight of IAWF activities and functions.
9. Annual review of the IAWF bylaws, recommend any changes to the Board of Directors.

The Stewardship Committee will report to the Board of Directors via the President.

Award nominations considered by this Committee will include:

- Ember Award
- Early Career in Fire Operations
- Early Career in Fire Science
- Firebreak Award

There will be a sub-committee (with a chair) for each award. It will be the Stewardship Committee's responsibility to appoint the Chairs and be the liaison between each Chair and the Board. The Chair of each award is responsible for assembling each award sub-committee.

# IAWF Stewardship Committee - Charter

## Stewardship Committee membership

The membership of the Stewardship Committee includes:

- The Vice President (Chair)
- The Treasurer (Deputy Chair)
- The immediate past President of IAWF
- At least one member of the Board of Directors from North America
- At least one member of the Board of Directors from Europe
- At least one member of the Board of Directors from Australia/ New Zealand
- At least one member of the Board of Directors from South America, Africa or Asia (if possible)

The President serves as ex officio, will receive all correspondence and will be invited to attend all Stewardship Committee meetings.

The IAWF Executive Director will be an ex-officio member of the Stewardship Committee and will act as the Committee Secretary.

Past President(s) of IAWF or Past Board Member(s) will serve as ex officio.

A quorum is 4 members or 50% plus 1 of the Stewardship Committee membership.

## Conflict of Interest

- Members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.
- Members are required to declare any actual or perceived interests to the full Group. The Committee will then determine whether or not the interest represents a conflict, and if so, what action will be taken.
- The Chairperson will ask members to declare any actual or perceived interests at the start of each meeting.

## Stewardship Committee timetable

In order to allow for nominations and decisions regarding awards and scholarships, an indicative meeting timetable is as follows:

Date	Item	Action required
15 January	Scholarships	Applications open
15 March	Scholarships	Applications close
15 May	Scholarships	Successful applicants announced
1 August	Board of Directors	Nominations open
23 September	Awards	Nominations open

## IAWF Stewardship Committee - Charter

Date	Item	Action required
30 September	Board of Directors	Nominations close
October Board of Directors meeting	Board of Directors	Recommended successful BoD nominations considered by the Board of Directors
November Board of Directors meeting	Board of Directors	New members of BoD invited to their first Board meeting
2 December	Awards	Nominations close
15 January	Awards	Recommended successful awards nominations considered by the Board of Directors
Annually	Strategic Plan	Committee will allocate time to discuss any changes to the IAWF Strategy that might be required.

A 12-month forward schedule of Stewardship Committee meetings will be established and circulated to all members of the IAWF Board of Directors.

### Approval

This proposed Charter of the Stewardship Committee was put to the IAWF Board of Directors for approval. Approved on 18 July 2020 by a majority vote of the Board of Directors.

### Version

26 May 2020: Draft prepared by Euan Ferguson, Vice President.

26 May 2020: Draft Version 1: Draft paper for consideration by President and Executive Director.

02 June 2020: Version 2 (Exposure Draft): Draft incorporating changes by President and Executive Director.

03 to 30 June 2020: Exposure Draft to IAWF Board of Directors for comment / amendment and / or endorsement.

28 July 2020: Approved by IAWF Board of Directors

18 August 2020: Final Charter adopted by committee