

## **SIGBI PROGRAMME ACTION COMMITTEE**

To consider and advise the Director of Programme on all matters relating to programme action as relevant to Clubs, Regions, National Associations, Networks and Countries.

The Committee will operate within the SIGBI Strategic Plan.

The SIGBI Programme Action Committee will work closely with the SIGBI Programme Team and will be consulted and advise on matters of programme relating to their own geographical area. The APDs will work with clusters, as constituted from time to time.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time-scale set.
2. Implement SIGBI and SI policies in relation to programme.
3. Identify issues and make recommendations for inclusion in the SIGBI Strategic Plan, through collaborations with the relevant APD.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of Programme

Assistant Programme Directors

National Programme Action Chairmen (one from each country within SIGBI)

Responsibilities of individual members are listed in the SIGBI Role Specifications.

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail or other indirect means.

The SIGBI Programme Action Committee will normally meet once a year (prior to or within the SIGBI Conference). The Director of Programme will normally chair the meeting.