

# TERMS OF REFERENCE

## Accident Investigation and Reporting Procedures



### 1. Committee Details

Committee Type:	Committee
Reports To:	Board
Date Approved:	N/A
Review Date:	N/A
Status:	

### 2. Purpose

Short statement explaining why the committee exists.

### 3. Responsibilities

#### Responsibility 1

Description of responsibility

*Frequency: Ongoing*

#### Responsibility 2

Description of responsibility

*Frequency: Annual*

### 4. Membership

Minimum Number of Members:	3
Maximum Number of Members:	15
Term Length (Years):	3
Max Consecutive Terms:	2
Country Representation:	Not Required

### 5. Meetings

Min Meetings Per Year:	2
Notice Period (Days):	14
Quorum Requirement:	X members from Y countries
Voting Method:	Both
Chair Casting Vote:	Yes

### 6. Decision-Making

Voting Threshold:	Simple Majority
Remote Voting Allowed:	Yes
Conflict Declaration Required:	Yes

Members must declare any conflict of interest and withdraw from discussion or decision-making where that conflict applies.

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### 7. Reporting

Reports To:	Both
Written Report Required:	Yes
Reporting Frequency:	Annual

### 8. Review & Amendments

Review Frequency:	Annual
Amendments Approved By:	Board