

## THE IARS INTERNATIONAL INSTITUTE

### Women's Advisory Board: Terms of Reference

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#### The Context

The [IARS International Institute](#) has a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice, and by supporting young people and the community to shape decision-making. We are recognised as a leader in creating new knowledge and forming public and expert opinion.

#### What we do

The IARS Articles of Association state that the charity is set up "To promote and contribute to the development and civic participation of young people, children and adult members of the community as individuals and members of society".

#### We deliver our charitable mission:

- **By empowering marginalised individuals** of our society (e.g. young people, abused women, refugees, asylum seeking women, victims, offenders, carers and minority groups) through accredited training, educational programmes, mentoring and one-to-one support;
- **By acting as an international network of youth NGOS** bringing together people and ideas, communicates best practice and encourages debates on current social problems;
- **By carrying out [action research](#) and [evaluation](#)** that is independent, credible, peer-reviewed, user-led, focused and current;
- **By supporting** individuals and grass roots organisations to carry out their own initiatives to shape decision-making and society, and by helping them to maximise their social impact;
- **By being** an authoritative, independent and evidence-based voice on current social policy matters.

Led by its founder and Director, Professor [Dr. Theo Gavrielides](#) and staffed with a dedicated team of [experts, interns and volunteers](#), the IARS International Institute is known for its robust, independent, evidence-based approach to solving current social problems. We are acknowledged internationally for our expertise in justice, equality and youth, and have delivered [projects](#) in areas such as restorative justice, rehabilitation, human rights and inclusion, citizenship, public services and user-led research/ evaluation. IARS is guided by is [three founding values](#).

## **Women's Advisory Board (WAB)**

Since its inception, IARS' projects and strategic direction have been steered by our user groups. This continues to be a key feature of IARS, as all user groups meet on a regular basis to scrutinise, quality control and monitor our work, and advise on our strategy. To accommodate this ideology, IARS has created an independent body of a group of women named the Women's Advisory Board (WAB). The WAB's role is to serve as an independent user-led panel, with the objective to empower women from all backgrounds, make a tangible change to policy and give their unfiltered perspectives on the work done by IARS. The WAB is responsible for evaluating and steering the work of the organisation. It is important that IARS' work incorporates the views of women in its projects, and thus, the WAB provides the means for this to be achieved.

The WAB will consist of 10 members, who will meet, at a minimum every three months, but it is possible for the WAB to meet every month also. The aim of these meetings will be to evaluate, discuss and advise on IARS' gender related projects.

## **Terms of Reference**

### **1. Meeting Organisation and Attendance**

- a. Meetings will generally be on an evening in the second last week of the month
- b. Meetings will start at 6:30 and last no more than 2 hours
- c. It is expected that all members will turn up on time for the meetings
- d. If someone is unable to attend the meeting they should send apologies in advance
- e. It is expected that members attend all meetings and should not miss two meetings in a row.

### **2. Expense payments**

- a. While membership of WAB is on a voluntary basis, to facilitate participation, members will be compensated to assist with travel, subsistence, child care or any other relevant costs associated with attendance at WAB meetings.
- b. For WAB meetings, members will be compensated based on a flat rate of £30 per meeting plus a childcare allowance of £30 for those with children (up to £60 in total)
- c. In order to facilitate payment, remuneration will be paid directly into members account by the end of the month. Other payment methods will be accommodated in exceptional cases and only with prior agreement.
- d. Payments will be made accompanied by an invoice signed by the member, in which members declare to be responsible for their own taxes and related insurances.

### **3. Refreshments at the meeting**

- a. Refreshments in the form of a light meal and drinks will be provided at all meetings that take place during a meal time, i.e. over lunch time or early evening
- b. Members can offer to cater at the meeting and will be paid £5 per head to cover the costs of the meal. This will be paid on receipt of an invoice. Payment upfront to help cover costs of ingredients can be arranged if requested two weeks in advance of the meeting

### **4. Sessional paid work**

- a. There are some activities where WAB members can get paid for their work. These activities

- will be agreed in advance with the group.
- b. The types of activities that could involve payment include, interviewing women or delivering training.
  - c. Members will receive a flat rate compensation of £30 for 1h of training delivered. Members with children will be paid an extra £10 per hour of training delivered.
  - d. Payment will be made on a sessional freelance basis and any participant getting paid for work will be considered self-employed and will be responsible for paying their own tax and National Insurance contributions.

## **5. Confidentiality**

- a. The meetings will operate within what is called Chatham House Rules meaning that unless stated otherwise members are allowed to discuss non confidential content with others outside of the meeting, however should not disclose who said it
- b. Where things of a confidential nature are discussed, these should be identified beforehand and kept confidential

## **6. Conflict**

- a. From time to time conflicts within the group may emerge such cases will be dealt with through constructive dialogue.
- b. It is expected that anyone that has something against another member of the group will discuss this with the person in questions with the view to rectifying the situation, rather talking to others about the situation or ignoring the person.
- c. If after discussing the issue no agreement has been made members can ask for mediation support from a member of IARS staff.

## **Equal Opportunities**

The IARS International Institute is committed to equality and within the constraints of its small size and limited financial resources, aims to achieve best practice as an equal opportunities organisation. It is governed by our Equal Opportunity policy whereby no individual will be discriminated against on the basis of their gender, transgender status, sexual orientation, race, age, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, religion or belief, or indeed any other grounds that are not relevant to the ability to meet the requirements for this internship opportunity. IARS is committed to providing a working and social environment in which the rights and dignity of each individual are respected and which is free from discrimination, prejudice, intimidation and all forms of harassment and bullying.