

Terms of Reference for ICC World Chambers Federation Women's Council ("Council")

1. Preamble

- 1.1. The Council is a Specialised Council managed by ICC. The day-to-day operation of the Council is undertaken by the WCF Secretariat.
- 1.2. This document is to be read alongside, and is subject to, the Articles of the ICC World Chambers Federation ("WCF Articles"). To the extent of any inconsistency between the two documents, the WCF Articles prevail.
- 1.3. Any terms used in this document that are not defined have the same meaning as those terms defined in the WCF Articles.

2. Mission and Objectives of the Council

- 2.1. The mission of the Council is to carry out the activities under the Women Empowerment pillar of the ICC WCF Strategy 2022-2025 approved by the WCF General Council and the ICC Executive Board.
- 2.2. The Council aims to foster increased participation of women in ICC WCF and the global chamber network by promoting and facilitating:
 - access of women to Presidency/Board/CEO positions in chambers of commerce;
 - candidacies and election/nomination of women in the WCF General Council; and
 - sharing of best practices among chambers to support women empowerment and entrepreneurship.
- 2.3. Additionally, the Council will serve as a mechanism to connect chambers of commerce to ICC's projects, services and programmes related to the women empowerment agenda.

3. Responsibilities of the Council

- 3.1. The role of the Council is to:
 - a. be the forum to facilitate the exchange of best practices between WCF members on women empowerment, with the focus on practical initiatives, tools and services that are championed by chambers of commerce;
 - b. work closely with the ICC Secretary General's office and ICC Global Policy department to align any ICC and WCF advocacy efforts, in accordance with the WCF strategy, and liaising with relevant ICC departments to leverage ongoing ICC work and projects that may be relevant for the WCF chamber community and organisation;
 - c. define the plan of action for the Council to achieve its objectives;
 - d. advise the WCF Executive Committee and WCF General Council on actions to be taken for gender mainstreaming; and

- e. increase women’s participation in all WCF activities.
- 3.2. The Council may organise events virtually and in person on a regular basis throughout the year which may be open to non-members (including business associations, and so on).
- 3.3. In accordance with Article 8.5 of the WCF Articles, the Council must report to the WCF Executive Committee and WCF General Council on its programme of activities.
- 3.4. Should the Council develop or engage in any policy and advocacy efforts, guidelines, or recommendations to governments and businesses, the approval by the ICC Executive Board Committee on Policy and Commissions is required.

4. Composition of the Council

Members

- 4.1. The Council is made of chamber and ICC National Committee representatives appointed or proposed by the WCF General Council or the WCF Secretariat. A WCF General Council member may appoint or propose no more than two representatives (one from their own country or territory and one from another).
- 4.2. The Council is composed of at least three members with proven experience in the Council related matter and in the development of chamber programmes for women empowerment.
- 4.3. Members of the Council must be members of ICC WCF or officers of an ICC National Committee.
- 4.4. Members must have an official position in the chamber or the ICC National Committee (from middle management and up, or part of the executive board of a chamber).
- 4.5. Membership of the Council is open to all genders.

Council Chair

- 4.6. The chair of the Council (“**Council Chair**”) is selected and appointed by the WCF Chair, in consultation with the WCF Secretariat and the WCF Executive Committee.
- 4.7. The responsibilities of the Council Chair include:
 - a. guaranteeing alignment of the Council initiatives and objectives with WCF strategy and objectives;
 - b. driving the work of WCF on specific working topics and inviting non-member chambers to engage in WCF initiatives and workshops;
 - c. presenting a yearly work plan with timelines, deliverables, events and other relevant activities to the WCF Chair and WCF Secretariat for approval;
 - d. reporting twice a year to the WCF Executive Committee and WCF General Council on the programme of activities and developments of the Council;
 - e. aligning the strategy and projects of the Council with the implementation work plan of WCF Vice Chairs in each region;

- 4.8. In accordance with Article 6.2 of the WCF Articles, the Council Chair may be invited to attend meetings of the WCF Executive Committee.
- 4.9. The term of the Council Chair is for the duration of the WCF Chair term and will otherwise end when the Council is dissolved or another Council Chair is selected and appointed in accordance with the WCF Articles.

Council Secretary

- 4.10. The WCF Director will appoint a secretary to the Council (“**Council Secretary**”). The Council Secretary is responsible for organising Council meetings, preparing the agenda, and keeping the records of actions, decisions, and meeting participants.

5. Meetings

- 5.1. The Council must meet regularly throughout the year to fulfil its mandate.
- 5.2. The Council must keep a record of all Council meetings, including details of decisions, actions, and list of meeting participants.
- 5.3. The Council Chair, in consultation with the WCF Secretariat, may allow guests and WCF Secretariat staff members to attend Council meetings:
 - a. for administrative purposes; or
 - b. to contribute their expertise.

6. Term and Status of the Council

- 6.1. The term of the Council is two years and may be extended. Following the initial two year period, or if the number of members surpasses 100, these Terms of Reference must be revised.
- 6.2. In accordance with Article 8.6 of the WCF Articles, the ICC Secretariat, in consultation with the WCF Chair may disband the Council at its discretion.