



**ASSOCIATED COUNTRY WOMEN
OF THE WORLD**

**STANDING ORDERS AND
TERMS OF REFERENCE**

Approved by Board on 10 February 2026

To be notified to Members

(approval or ratification not required)

Amendments last approved by Board on 10 February 2026

**STANDING ORDERS AND TERMS OF REFERENCE of
ASSOCIATED COUNTRY WOMEN OF THE WORLD
As approved by the Board of Trustees on 10 February 2026**

BOARD OF TRUSTEES (The Board)

- B1 The Board shall consist of the Executive and the nine Area Presidents.
- B2 Shall be chaired by the World President who shall have a vote and exercise a casting vote in the event of a tie.
- B3 Shall have a quorum of nine (9) members.
- B4 Shall send out agendas at least ten (10) days before each meeting to members of the Board.
- B5 Shall circulate Minutes of Board meetings to the members of the Board.
- B6 Shall, when practicable, hold an in-person meeting at least once per year, including at the Triennial World Conference, and meet virtually at least one time per year.
- B7 Shall, when necessary, appoint members to Ad Hoc Committees and Working Groups.
- B8 Shall be responsible for the planning of extension work of ACWW, including travel and approval.
- B9 Shall approve the Triennial World Conference theme.
- B10 Shall receive quarterly financial statements and annual budgets drawn up by the Treasurer and ACWW Finance Manager / Executive Director, and at each meeting shall consider all relevant matters relating to finance.
- B11 May consult with advisers when necessary and invite them to attend meetings without the power to vote.
- B12 May invite Members or others to attend parts of its meetings as guests or observers.
- B13 Shall receive reports from the Executive Committee, the Area Presidents, Working Groups, and Committees, if any.
- B14 Shall be responsible for overseeing the general policy of The Countrywoman magazine.
- B15 For representation of ACWW, the appropriate persons – be they members of the Board, members at large or staff, will be selected under two criteria: cost effectiveness and suitability for the specific situation, with final approval of the Executive Committee.
- B16 All members of the Board shall sign and abide by the Board Code of Conduct and terms of the Board Handbook as current.

Terms of Reference

Within the terms of the Constitution and Bye-Laws the Board shall deal with matters referred to it by the Executive Committee, Area Presidents, Working Groups and Committees, and other items as require consideration.

EXECUTIVE COMMITTEE

- E1 The Executive shall consist of the World President, Deputy World President, Honorary Secretary, Honorary Treasurer, and the Board Leads for the Working Groups. For membership of the Executive Committee see Clause 15 (Trustees) of the ACWW Constitution.
- E2 Shall be chaired by the World President who shall vote as a member and exercise a casting vote in the event of a tie.
- E3 Shall be chaired in the absence of the World President by the Deputy World President who shall have a vote and exercise a casting vote in the event of a tie.
- E4 Shall have a quorum of four (4) voting members.
- E5 May consult with advisers when necessary and invite them to attend meetings without the power to vote.
- E6 May invite other Trustees, Members, or others, to attend parts of its meetings as guests or observers.
- E7 Shall send out agendas at least forty-eight (48) hours before each meeting to members of the Executive Committee.
- E8 Shall meet on an ad hoc basis as required, to consider items requiring attention.
- E9 Shall circulate Minutes of Executive Committee meetings to the members of the Board.
- E10 Shall ensure that all business is transacted by a simple majority of the Executive present and entitled to vote.

Terms of Reference

Within the terms of the Constitution and Byelaws the Executive Committee of ACWW:

- The Executive Committee shall deal with matters referred by the Board and other items as require consideration between Board meetings.
- Shall be responsible for the appointment and dismissal of the Executive Director.

WORKING GROUPS

The Membership of the Working Groups is determined by ACWW Board of Trustees for the duration of the Triennium.

ADVOCACY WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026 Triennium

Aims and Purpose

- To advance ACWW's policy agenda within our network and with external partners and bodies
- To promote ACWW's global network of women's organisations, highlighting opportunities for their direct and indirect access to advocacy processes and actions
- To consider the best use of ACWW's Consultative Status and other relationships with the United Nations, its Agencies and Organisations, with a view to advancing our advocacy collaborations and actions.

Accountability

- The Board Lead is to report back to the ACWW Board of Trustees.

Review

- The relevance and value of the work of the Group and its terms of reference will be reviewed at least annually and also triennially.

Working methods

- To be agreed by the Board at the start of each triennium

BUDGET AND FINANCE WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026 Triennium

Aims and Purpose

- To consider and have oversight of all ACWW financial issues including annual and Triennial budgets.
- To consider the annual Trustees Report and Accounts.
- To review the Auditor's report to ACWW and the response.
- To prepare Triennial Budget Estimates for the 2026-2029 Triennium for approval of the 2026 Triennial World Conference.
- To review financial reporting to appraise ACWW financial position.
- To make recommendations to the Board on all financial matters except staff salaries.

- To monitor adequacy of banking arrangements and make recommendations as appropriate.
- To review performance of investments and ensure adherence to ethical restrictions.
- To review Triennial World Conference draft budgets and final accounts and make recommendations as appropriate.
- Financial controls and risk management – to set limits of authority for authorizing expenditure; define procedures for approval of expenditure; review accounting procedures to ensure adequacy for statutory, charity commission and audit compliance.
- To review auditors and other financial advisors.
- To review reserves policy, currently to maintain unrestricted funds at a level to cover day-to-day management of ACWW and to meet committed project funding and support costs for at least 36 months, to be amended in accordance with financial statements.

Accountability

- The Board Lead is to report back to the ACWW Board of Trustees, the decision-making body.

Review

- The relevance and value of the work of the Group and its terms of reference will be reviewed annually / triennially.

Working methods / ways of working

- To be agreed by the Board at the start of each triennium

COMMUNITY TRANSFORMATION AND PROJECTS WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026

Triennium

Aims and Purpose

- To consider and make proposals to the Board within the agreed funding criteria from the 2022-2026 strategic plan regarding the grants awarding process of ACWW.
- The Board Lead shall shortlist funding applications working with the Projects Manager.
- The Working Group shall review the shortlist of funding applications sent by the Projects Manager.
- The Projects Manager shall liaise with funding applicants to design Capacity Building Modules and report to the Working Group.

- The Projects Manager shall raise any grant related issues with the Executive Director to decide on the level of response.
- The Board Lead shall review the progress and final reports.
- The Working Group members shall be sent progress and final reports to review by a deadline set by the Projects Manager.
- The Projects Manager to ensure that co-funded projects meeting all reporting requirements.

Accountability

- The Working Group Lead is to report back to the ACWW Board of Trustees, the decision-making body.

Review

- The relevance and value of the work of the Group and its terms of reference to be reviewed annually / triennially.

Working methods / ways of working

- To be agreed by the Board at the start of each triennium

KNOWLEDGE SHARING & LOCAL ACTIVITIES WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026

Triennium

Aims and Purpose

- The broad purpose is to discuss local knowledge and activities of ACWW member areas
- To engage with and review members' and member societies' activities
- Through the ACWW Coordinator programme ensure the voices of grassroots members are heard at Board level
- To review triennial reports, receive and consider reports from the membership for trends, needs and calls for action.
- To consider implementation and global follow up of ACWW Triennial World Conference resolutions
- To make recommendations to the Board regarding how best to engage with knowledge sharing and local activities.

Accountability

- The Board Lead is to report back to the ACWW Board of Trustees, the decision-making body.

Review

- The relevance and value of the work of the Group and its terms of reference will be reviewed annually / triennially.

Working methods / ways of working

- To be agreed by the Board at the start of each triennium

MEMBERSHIP WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026 Triennium

Aims and Purpose

- The broad purpose is to monitor trends in membership.
- To review society applications for membership, having carried out due diligence, and make recommendations to the Board.
- To review reports on membership, measuring membership trends
- To consider new opportunities for increasing membership.
- To help develop new initiatives for expanding engagement across the membership.

Accountability

- The Board Lead is to report back to the ACWW Board of Trustees

Review

- The relevance and value of the work of the Group and its terms of reference will be reviewed annually / triennially.

Working methods / ways of working

- To be agreed by the Board at the start of each triennium

PARTNERSHIPS WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026 Triennium

Aims and Purpose

- To consider, establish, support, and review strategic partnerships, at the global, national, and local levels, to help ACWW deliver Projects, fund our core work, and advance our advocacy collaborations.
- To protect ACWW's unique global network of women's organisations, building capacity within our network, strengthening our Members and our Membership.

- To identify, mobilize and build relationships and support effectively working in like-minded coalitions where appropriate to achieve our aims, ensuring alignment in policy and intent.

Accountability

- The Board Lead is to report back to the ACWW Board of Trustees.

Review

- The relevance and value of the work of the Group and its terms of reference will be reviewed at least annually and also triennially.

Working methods

- To be agreed by the Board at the start of each triennium

SAFEGUARDING AND DATA PROTECTION WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026 Triennium

Aims and Purpose

- The broad purpose is to consider, review, and support implementation of ACWW's policies concerning Safeguarding and Data Protection.
- To respond to incidents, including 'near misses', be responsive to learning opportunities and strengthen future resilience.

Note: Nothing in the mandate of this Working Group replaces or overrides any legal, statutory, or fiduciary responsibility held by ACWW, its Board, or Staff.

Accountability

- The Working Group Lead is to report back to the ACWW Board of Trustees

Review

- The relevance and value of the work of the Group and its terms of reference will be reviewed annually / triennially.

Working methods / ways of working

- To be agreed by the Board at the start of each triennium

TRIENNIAL WORLD CONFERENCE WORKING GROUP TERMS OF REFERENCE

Group established by the ACWW Board of Trustees 28 May 2023 for the 2023-2026 Triennium

Aims and Purpose

- The Triennial World Conference (TWC) is the highest legislative and deliberative body of ACWW.
- To develop a Conference programme allowing for all ACWW business to be included as well as educational and cultural aspects, competitions, a charity drive and local visit(s).
- To publicise the date of the Triennial World Conference as soon as confirmed by the Board.
- To assist in preparation of a budget for the Triennial World Conference, and this will inform the level of registration fees. Registration fees to be kept as low as possible to facilitate as many members as possible to attend this event.
- To review the Rules of Procedure for the Conference.
- To review the terminology, format and pattern of Conference Circulars and timetable.

Accountability

- The Working Group Lead is to report back to the ACWW Board of Trustees, the decision-making body.

Review

- The relevance and value of the work of the Group and its terms of reference to be reviewed annually.

Working methods

- To be agreed by the Board at the start of each triennium

AD HOC RESOLUTIONS AND RECOMMENDATIONS WORKING GROUP TERMS OF REFERENCE

Ad Hoc Working Group established by the ACWW Board of Trustees 27 August 2024 in preparation for the 31st Triennium World Conference

Aims and Purpose

- To act as the Ad-Hoc Committee on Resolutions, at least one of whom shall have English not as a first language, responsible for developing and communicating the resolutions and recommendations from the Board for consideration at the 31st Triennial World Conference in Ottawa and to review the Resolutions and Recommendations which have been submitted by Members for inclusion on the Conference programme.
- To receive, classify, and restrict if necessary, Resolutions and Recommendations coming from Members and Member Societies for inclusion in the Triennial World Conference agenda, with the approval of the Executive Committee or Board.

Accountability

- The Working Group Lead is to report back to the ACWW Executive Committee or Board of Trustees, the decision-making body.

Working methods

- To be agreed by the Board at the start of each triennium