Projects Committee

Terms of Reference

- The Projects Committee is responsible for the evaluation of any project proposal made to the III for funding.

- The Projects Committee will evaluate the project proposals in accordance with the standards set be the Executive Committee and approved by the Board.

General duties

Project Generation

- The Project Committee is responsible for proactively generating new projects and project ideas to be funded. This will be done by the Project Committee generating projects as well as interacting with the different III Committees, especially the Academic Committee, the Regional Committees and the Law and Practice Reform Committee.

Project Proposals and Recommendation

- Project proposals will typically be dealt with within four weeks of the projects proposal having reached the projects committee.

- The Project Committee will evaluate the project proposal and whether the project proposal is complete. If questions are raised about the project proposal regarding the topic, method, purpose or applicants and participants, the Project Committee will contact the sponsors of the project proposal to obtain clarification.

- Once sufficiently answered, the Project Committee will discuss and evaluate the proposal in accordance with the project guidelines.

- The Project Committee will make a written recommendation with explanation to the Executive Committee as to whether or not to support the project.

- If approved, the Executive Committee will seek approval at the next available Board meeting.

- If declined by the Executive Committee or the Board, the Projects Committee will in turn advise the sponsors.

Project Communication

- The Project's Committee will report to the Executive Committee about the current status of projects and information will be included in the President's Letter to inform the membership about progress on approved projects.

Projects Deliverables

- Once project funding has been approved by the Executive Committee and the Board, the Project Committee is responsible for ensuring that the deliverables from the project proposal are achieved according to the scope (content, scope, quality, time) and within the cost estimate provided.

Reporting

The Projects Committee, through its co-chairs, will report to the Executive Committee by call 2/3 times per year and the co-chairs are invited to attend an in-person meeting at the Annual Conference.