**GAC : formation, setting up working practices : autumn – spring 2015/16**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Action to be taken** | **Person[s] responsible** | **Date to be achieved** |
| Formation of GAC | Membership Secretary informs VC of new ICPAN organization member and name of GAC representative | Membership secretary / Vice Chair | From October 15 onwards  Ongoing process |
| Setting up the GAC / welcoming  National Representatives / informing them of role | As members join and representatives appointed Vice Chair communicates with them individually, sends them a pack outlining role of GAC and how GAC will work  VC keeps record of representatives : contact details | Vice Chair | Ongoing process |
| Communications | VC will communicate via email / SKYPE where necessary | Vice Chair | Ongoing process |
| Confirming a viable GAC | The GAC is constituted when one national association has joined ICPAN and elected a GAC representative.\* | Vice Chair leading  team of GAC representatives from ICPAN members [organizational] | No fixed date for joining ICPAN and election of GAC representative |
| Meetings | VC will normally call GAC meetings [SKYPE]  Quorum when majority of GAC members attendant [as with voting] | VC to oversee meetings  GAC representatives to attend and form quorum | GAC meetings can be called as soon as there is one elected GAC member |

**\*principle that one elected representative on GAC constitutes GAC upheld here**

**GAC Membership expected by end of year**

* Australia
* Canada
* United Kingdom
* Ireland
* Netherlands
* Greece