



## **CASE CENTER Working Group WG1**

### **Association of Asia-Pacific Business Schools**

#### **Terms of Reference**

##### **Title of the Working Group**

The Working Group shall be called the Case Center Working Group or WG1 for short (hereafter referred to as WG1).

##### **Terms of Reference**

###### **2.1 Role of the Group**

The objective of WG1 is to determine the strategic orientation and activities of the Case Center of the Association of Asia-Pacific Business Schools (AAPBS), and make suggestions to the Executive of AAPBS to help improve the relevance and impact of the work of the Case Center to members of the AAPBS.

To achieve this objective, WG1 will:

- Make strategic and policy decisions on issues relating to the management of the AAPBS Case Center.
- Review the need for specialized subcommittees on selected topics, and establish or close such subcommittees.
- Provide the Executive with annual reports on the activities of WG1.
- Discuss and make recommendations on any matter involving an alteration to the Terms of Reference.
- Review, discuss and make recommendations on the budgetary requirements of the AAPBS Case Center and sources of financial support.

Although WG1 may be regarded as a representative and spokesperson of the AAPBS on case related matters, WG1 cannot make binding decisions on behalf of AAPBS or its members unless specifically authorized to do so by the AAPBS Executive.



## **2.2 Committee membership**

Members of WG1 must be schools that are members of AAPBS. Membership is for a period of three years and can be renewed for a consecutive terms by simple majority vote of the WG1 membership. The Chair of WG1 shall be appointed by the AAPBS Council on recommendation from the AAPBS Executive. The School hosting the Case Center will normally hold the position of Chair of WG1. WG1 will endeavor to cycle new members annually and replace any members that resign or are removed. The school that hosts the Case Center normally shall be allowed to recommend two members to represent the school on WG1. Members and alternates should be academic or administrative staff of the member school.

Invitation to and approval of members (other than the Chair) requires a simple majority vote from WG1.

## **2.3 Roles Required**

WG1 normally shall consist of a minimum of five members - a Chair and four other members. The Chair sets the agenda, convenes meetings and ensures that they are properly conducted, reporting any and all recommendations to the AAPBS Executive.

WG1 may also appoint a Secretary to assist the Chair in day-to-day operation and execution of its business.

## **Rules of Procedure**

If the Chair is not present at a Committee meeting the members present shall elect one of the members to be acting Chair at a meeting.

### **3.1 Resignation, Absences and Delegates**

**3.1.1** A WG1 member who is absent for two consecutive meetings of WG1 may be required to resign by WG1. Such resignation shall take immediate effect from the next meeting of WG1. A member so required to resign may stand for re-nomination at any future date.

**3.1.2.** WG1 members will cease to be a member if they: resign from the Committee; or if they are removed by other members following a 2/3 majority vote by WG1.

### **3.2 Methods of Work**

**3.2.1** The Chair is responsible for convening WG1 meetings.

WG1 is normally expected to meet four times a year or as often as business demands. Such meetings may be in person or by remote conferencing techniques.

**3.2.2** Each member of WG1 has one vote. A quorum shall be three voting members present at a WG1 meeting.

**3.2.3** The Secretary is responsible for ensuring the agenda of the meeting is made available to all members in good time before the meeting.

Last revised: November 2014



**3.2.4** The Chair may invite parties who are not members of WG1 to participate in a meeting so that they can provide relevant information, materials or knowledge to WG1.

**3.2.5** Participants who are not members of WG1 are entitled to speak but shall not vote.

**3.2.6** Any recommendations shall be decided by consensus if possible, where consensus means that after deliberation all members support a particular point of view.

**3.2.7** Where consensus is not achieved recommendations shall be decided by simple majority vote of members voting on the question. In the case of a tie, the Chair or the person acting as Chair, shall be entitled to a casting vote.

**3.2.8** WG1 may establish sub-committees consisting of three or more and refer to them any matter. The persons on these sub-committees have to be associated with an AAPBS full member university and at least one of the persons must be a WG1 member.

## **Communication with AAPBS**

### **4.1a Reporting to AAPBS**

WG1 recommendations for the AAPBS Council will be reported to the AAPBS Executive by the Chair within reasonable time. This reporting will normally be by March and/or October each year.

### **4.1b Reporting to AAPBS**

WG1 shall provide a written report to the AAPBS Executive in time for each annual meeting (AAPBS Academic Conference and AAPBS Annual Meeting). WG1 may be asked to provide an oral report to that same conference but normally such oral reports will be provided by the President.

### **4.2 Access to AAPBS members**

WG1 may determine to consult AAPBS members more formally on particular issues, and if it decided to consult, will determine the form and method of consultation including but not restricted to surveys, questionnaires and workshops.

### **4.3 Adoption of Terms of Reference**

The Terms of Reference of WG1 shall become effective for AAPBS upon approval by the Executive of AAPBS.

### **4.4 Review of Terms of Reference**

The AAPBS Executive shall review the Terms of Reference of WG1 at least once every three years, taking into account any recommendation from the Committee for modification.