

## Committee Rotation Policy

### Rotation of committee members

There is not a fixed term for sitting on an AREF committee; however, membership is reviewed every 3 years.

Once a year, the chair of each committee should meet with AREF's Managing Director and the committee's secretariat to consider if committee members, who have not had their position reviewed in the last 3 years, should be reappointed for a further 3 years. They should consider if the committee members are meeting the terms of appointment for the committee e.g. their attendance record and how much they contribute to the committee. Also, if there is a waiting list for a place on the committee it may be decided to give an applicant the opportunity to join the committee in place of a current member with similar experience and whose place is up for renewal.

### Advantages of a rotation system

Advantages of having a formal rotation system is that it gives:

- Member representatives a chance to join a committee without having to wait for someone to resign their place
- Places for FutureGen Committee members when they wish to move onto one of the other committees
- Fresh blood and ideas on committees

### Transitioning to the rotation process

Up to the end of 2021, there was not a rotation policy for committee members and several committee members have sat on committees for longer than 3 years. In 2022, the chairs will review and reappoint for another 3 years, where appropriate, the third of the committee who have sat on their committee the longest. In 2023 they will review the rest of the committee members who have sat on the committee for longer than 3 years.

### Exceptions to this policy

#### AREF Retail Funds Committee

Membership of AREF's Retail Funds Committee is not held by individuals. Membership of this committee is offered to fund management companies who have authorised property funds that are membership of AREF. The fund management companies, themselves, decide who is most appropriate to represent their authorised property funds on the committee.

#### Working Groups

Working group membership is offered to those with the appropriate experience for the working group so positions on working groups are not reviewed.

#### Non-attendance at meetings

If a committee member does not attend 3 committee meetings in a row, AREF secretariat will discuss with them the reason for this and, if it is felt appropriate, consider with the chair their position on the committee.

### Rotation of committee chairs

The position of the chair of a committee will be reviewed every 3 years by the Managing Director. If no other member of the committee wishes to take on the role of the chair, a chair can be reappointed for a further 3 years.