

# Advisory Board Charter

## General Function and Description of Duties

The function of the Advisory Board will be threefold:

- to provide challenge/stimulation in the shape of advice and non-binding recommendations with respect to the present and future strategy of AIM-PROGRESS;
- to be the link back in to the main AIM Board for support and alignment with the long term interests of AIM members and connection to the strategy of the AIM Board;
- to enhance the credibility of AIM-PROGRESS vis-à-vis trading partners and external organisations in the responsible sourcing chain.

## Membership

It is proposed that the Advisory Board is chaired by an AIM Board member responsible for being the 'Sponsor' of AIM-PROGRESS in AIM (or in the absence of such a person, the Director-General) and composed of an even balance of senior Procurement or Sustainability stakeholders from member companies, plus knowledgeable individuals from relevant external bodies with appropriate specific expertise.

## Mode of Operation

The Advisory Board shall meet at least two (2) times a year. This can be achieved through either physical meetings (once a year) or telephone conferences/webcasts. As much as possible, physical meetings will be held in Europe in connection with an AIM-PROGRESS member meeting.

The Advisory Board's role shall be purely ministerial and advisory, with the ultimate responsibility for the management of AIM-PROGRESS affairs resting with the Leadership Team (LT).

Membership in the Advisory Board does not mean that the representative actually endorses the objectives and activities of AIM-PROGRESS. Participation is purely of an advisory nature.

## Expense Reimbursement

The members of the Advisory Board shall not receive any compensation for their services.

However, those members of the Advisory Board who are not AIM members and representing civil society organisations shall be entitled to reimbursement from AIM-PROGRESS for reasonable expenses incurred by them related to meeting participation (travel, hotel).