

## Appeals Committee Terms of Reference

### Status

Although the Appeals Committee is a standing committee of the Board of Directors, it is convened only when required.

### Membership

The Appeals Committee shall have two (2) co-Chairs, one of whom shall be a RAIC Past President or past Board member and the other co-Chair shall be a member at large nominated by the Committee. There shall be an additional three (3) members at large for a total of five (5) members.

Committee members will be individual or life members in good standing of RAIC who do not currently sit on an RAIC committee.

### Terms

The committee members shall serve three-year terms. The terms shall be staggered when possible.

### Purpose

The Appeals Committee acts on behalf of the Board of Directors to review the process of the Complaint Review Committee when a complainant does not agree with the decision of the Complaint Review Committee according to *B-2 Appeals Procedure*, in order to make recommendations to the Board of Directors.

### Work of the Appeal Committee

- Call hearings and other meetings of the Appeals Committee and prepares and disseminates meeting notices and other materials to Appeals Committee members and other appropriate parties
- Conduct meetings to determine the facts, identify and assess alternatives and develop conclusions
- Prepare reports of the final decision of the Appeals Committee to be presented to the Board.

### Reporting

The Appeals Committee reports bi-annually to the Board of Directors with respect to its activities.

Approved by the RAIC Board of Directors on February 21, 2020