

Terms of Reference (ToR): Emerging Professionals Sub-Committee

1. Purpose

To support the development, engagement, and retention of emerging professionals in the accountancy field by providing opportunities for learning, networking, and leadership.

2. Objectives

- Create initiatives that address the needs and aspirations of early-career professionals that align with the IFA's strategic goals.
- Facilitate access to mentorship, training, and career development resources.
- Promote awareness of the profession among students and recent graduates.
- Encourage active participation in the broader professional community.
- Advise the IFA Council on issues affecting emerging professionals.
- Help support the IFA's strategic themes of growth, value and leadership.

3. Membership

- The sub-committee shall consist of 8-10 members, including:
 - Chairperson – to be elected by the committee for a term of one year
 - Vice Chair (optional) – to be elected by the committee for a term of one year
 - Secretary – to be elected by the committee for a term of one year
 - General Members (ideally including IFA Direct students, trainees, and newly qualified professionals)
- Membership should reflect a range of backgrounds, experiences, and career stages within the accounting profession.
- The Chairperson of the sub-committee will become a member of the IFA Council for the period of their office and attend quarterly IFA Council meetings whether in-person or online.
- Members must be in good standing throughout their time as a committee member.

4. Meetings

- Meetings shall be held quarterly or as required.
- A quorum shall be 6 of the members.
- Minutes shall be recorded and shared with the IFA Council.

5. Reporting

- The sub-committee shall report to the IFA Council on a quarterly basis.
- Recommendations and updates will be documented and presented formally.

6. Duration

- Membership terms shall be for 2 years, renewable.
- The ToR shall be reviewed annually to ensure continued relevance.

7. Resources

- The sub-committee may request budgetary support for events, outreach, and development programs.
- Administrative support will be provided by an IFA member of staff acting as Coordinator.

8. Confidentiality

- Members shall uphold confidentiality and act in accordance with the Institutes code of ethics, byelaws and regulations.