



Terms of Reference

AILA Fresh NSW Committee

A Committee for Students and Graduates

Strategic Linkage

Sustainable Strategic Pillar

- AILA has a safe, supportive, and growth-oriented culture

Education Strategic Pillar

- Australia's landscape architecture programs, and student and academic communities are sustained and bolstered
- AILA's CPD program meets the needs of a growing and increasingly complex profession

Background

NSW AILA Fresh supports and develops recent graduates in the transition from university to finding their professional feet. It enables university and high school students to get a running start in the profession before they graduate.

Purpose of the Committee

NSW AILA Fresh aims to generate networks and relationships for students and graduates of Landscape Architecture in order to foster a sense of social and professional cohesion, mentorship, growth and development.

NSW AILA Fresh is run by local NSW graduates and students, for both graduates and students.

Objectives of the Committee

1. To promote awareness of the activities, events, and benefits of AILA, and membership to the Institute.
2. To engage in the issues that are facing students and graduates and provide assistance where possible.
3. Promote wellness and foster an attitude of confidence amongst the student and graduate community.
4. To develop relationships and engage with tertiary educators to promote the role of AILA Fresh.
5. To promote connections between Fresh members through social events.
6. To foster connections with relevant industries and allied professionals.

7. Keep the Fresh members up to date with relevant topical landscape themes via social media outlets.
8. To engage senior professionals in presenting to the Fresh community.
9. To offer opportunities for continued learning outside of the tertiary education environment.
10. Maintain connections with the national AILA Fresh committee, to ensure that goals and activities relate to the overarching aims of AILA Fresh.

Roles and Responsibilities

Key roles and responsibilities to be shared and coordinated between committee members include:

- Communications between NSW AILA Fresh and other state and territory AILA Fresh committees including involvement in AILA Fresh National conference calls
- Representing NSW AILA Fresh at NSW Chapter Executive meetings
- Running the NSW AILA Fresh social media platforms (Facebook and Instagram), including coordination with AILA NSW social media
- Representing NSW AILA Fresh at USYD and UNSW including presenting at O-Week, end of year Graduation events and promoting events to students
- Strategic planning of events throughout the year to coordinate with AILA NSW events and ensure a diversity of activities throughout the year



Preparation and organisation for events including:

- Graphic Design and production of content (invitations, posters, brochures, event thumbnails and banners for social media etc.) in line with AILA communications guidelines.
- Communication with event stakeholders – sponsors, practitioners, University, etc.
- Liaising with the NSW Chapter Manager to confirm and approve event budgets and any expenses associated with the event
- Coordination of logistics for hosting the event – venue, catering, set-up, etc.

Committee Membership

- Open to all Student and Graduate members of AILA, and Registered Landscape Architects
- A minimum of two (2) AILA members
- Chair – elected by the Committee and ratified by the New South Wales Chapter Executive.
- Term of appointment one year, with a maximum of two consecutive terms.

Accountability

- The Committee must adhere to adopted National and State policies and strategies
- The Committee will liaise with NSW Chapter Manager and team, NSW Chapter Executive and other state committees and working groups as required
- The Committee will liaise with the NSW Chapter Manager to confirm and approve event budgets and any expenses for activities undertaken by NSW AILA Fresh.

Meetings and Records

- 3 - 4 meetings annually (or as required)
- No formal minutes from meetings required, action points to be recorded and circulated to Committee members
- The Committee Chair or a Committee representative will attend NSW Chapter Executive meetings and/or submit a short-written record of the Committee's activities prior to the meeting, and provide an oral update as requested by the NSW Chapter Executive.
- Report to the NSW Chapter Executive twice a year to align with reporting requirements of the State Chapter to AILA National.

Review of Terms of Reference

Annual Review conducted by Committee members in collaboration with Chapter Executive prior to end of calendar year.

Relevant AILA Policies

- Social Media Policy
- Members Representing AILA on External Forums
- Committee Code of Conduct