TERMS OF REFERENCE (DRAFT)

AILA QUEENSLAND Regional committees

The following committees are covered under these Terms of Reference:

- AILA GOLD – Gold Coast Regional Committee
- AILA SUN – Sunshine Coast Regional Committee
- AILA NQ – North Queensland Regional Committee

PURPOSE

The AILA Qld Regional Committees aim is to promote the profession generally and to connect with members on a regional level in order to discuss locally based issues and opportunities. The local committee should foster a sense of social and professional cohesion, growth and development of members in the regions.

OBJECTIVES

- To discuss and act upon any matter of local interest to landscape architects practicing in each region, in align with the existing policies of AILA.
- To discuss any matters referred to the regional committees by the AILA Qld Executive or National Board.
- To recommend to the AILA Qld Executive the establishment of subcommittees and/or working groups as may be required from time to time to conduct the business of the regional committee. Membership of these subcommittees and working parties need to be restricted to members of the regional committee or members of AILA. If deemed appropriate, terms of reference for a working group will be developed.
- To proactively engage with relevant stakeholders relevant to landscape architecture in the region.
- To organise and conduct education and social events for members and other relevant groups.
- To promote and engage with allied professions/als in the region to increase awareness and collaboration opportunities

MEMBERSHIP

- Open to AILA Queensland Members
- Committees will call for new members as required.
- The Committee will decide on a Committee Chair and may choose to elect other office bearers (Deputy Chair) or a co-chair as approved by the AILA Queensland Executive.
- The chair will be endorsed by the AILA Queensland Executive.
- Term of appointment for chair position will be two years with a maximum of two terms (unless otherwise agreed upon by Chapter Executive and Committee).
- Each committee may co-opt up to two people to join the committee. Such co-opted members shall hold office for one year only but may be co-opted again for a maximum of four years in succession. These appointments are to be endorsed by the AILA Queensland Executive.
- One Chapter Executive member included as Executive liaison.

ACCOUNTABILITY

- The Committee must adhere to adopted National and State Policies and strategies including AILA's Code of Conduct.
- The Committee must adopt AILA position statements on advocacy related matters which can be adopted to support relevancy in a local context through regional case studies (where applicable)
- The Committee will liaise with Queensland Chapter Executive, other State Committees and working groups as required and report to the Executive throughout the year (outlined under role of chair)
- To facilitate its work the Committee is to hold face-to-face or online meetings a minimum of 3 times per year.
- Each member must attend at least two meetings to remain on the Committee.
- We may or may not include a quorum for meetings.
- No formal minutes from meetings required, action points to be recorded and circulated to Committee members and AILA Chapter Manager.

ROLE OF CHAIR

- The meeting schedules and agendas are to be set by the Chair in consultation with the Committee members

- Demonstrated proactivity in communication with local members through established protocols and AILA communication channels, 'driving' local relationships and industry liaison.

- The Committee Chair or representative will provide an update to the Queensland Executive at the following times:

  - Annual President's Breakfast
  - Annual Chapter Meeting (update to Chapter members)
  - Attendance (online or in person) at one Executive meeting per year
  - A verbal update at other times may be required

REVIEW OF TERMS OF REFERENCE

- Terms of Reference will be reviewed as considered necessary, but at least every two years.

APPROVAL PROCESS

STRATEGY	ACTIVITIES/MEASURES
Approved By	In draft format
Date Approved	TBC
Date of next review	TBC
Review history	