# Terms of Reference
## Membership Committee
### Membership and Engagement

Australian Institute of
Landscape Architects

## Strategic Linkage

**Membership Strategic Pillar**

- The value proposition for AILA membership for all landscape architects is increasing
- AILA understands and is responsive to the needs of its members
- AILA registration is sought after by landscape architects and valued by stakeholders

**Sustainable AILA Strategic Pillar**

- AILA has a financially stable base from which to develop and meet our strategic objectives

## Purpose of the Membership Committee

The Membership Committee role is to review current policies relating to AILA membership and to develop strategies for membership growth and benefits offered.

## Objectives of the Membership Committee

1. Review of membership fees and categories to present to the Board.
2. Support the implementation of a member survey.
3. Work with AILA staff to plan and support membership growth.
4. Review AILA membership application forms.

## Roles and Responsibilities of the Membership Committee

1. Review AILA Membership Policy.
2. Review of membership fees.
3. Review of membership categories/forms.
4. Review of membership registration applications.
5. Provide membership guidance to AILA staff.
6. Participate in quarterly membership meetings to discuss strategy and growth.
7. Providing advice and recommendations on the future direction of membership and registration processes.

## Committee Membership

AILA Board will appoint the Membership Committee members following the receipt of expressions of interest from members. The committee will comprise:

- Up to 7 appointed members. term of appointment of two years, with a suggested maximum service of two (2) consecutive terms to allow other AILA members to participate. However, members may participate for longer to ensure continuity of the committee's activities where appropriate.
- AILA committee membership should endeavour to reflect the diversity of the membership.
- The Chair(s) to be elected by the Committee and ratified by AILA Board.
- The committee secretariat is to be provided by an AILA staff member.
- A quorum for every meeting of the Committee is two thirds of the current appointed membership.

The Committee can co-opt AILA members with expertise to participate in working groups on an 'as needs' basis to focus on specific activities. All working groups to report back quarterly to the Committee.

Committee members are expected to participate in quarterly meetings, actively volunteer for assignments, and contribute to the tasks agreed upon. Where consistent non-attendance (i.e. more than two consecutive meetings missed) is recorded, a Committee member may be asked to vacate their position.

## Accountability

The following is the quality control approach for the work of the Committee:

- All Committee work is to be reviewed and adopted by AILA Board prior to any public release.

- When adopted as an AILA policy or plan, the AILA Board may delegate delivery and/or implementation to the Committee.

- The Committee members must seek AILA Board approval (through the CEO) prior to issuing or releasing policy or position statements.

- The Committee members are to provide AILA Secretariat documentation of the activities undertaken on behalf of the Committee, within one week of the activity, to contribute to the Committee member reports for each Committee meeting.

- Committee to provide a written report to AILA Board (via the secretariat) on work undertaken, at least two weeks prior to quarterly AILA Board Meetings (3-4 times per year).

## Meetings and Records

To facilitate its work the Committee will,

- Hold quarterly meetings in an online setting as set by the Committee chair with secretariat; and

- Each member must attend at least three meetings per annum to remain on the Committee and other meetings as and when required, unless otherwise negotiated.

- The Committee will be provided with a cloud-based workspace, to be advised by AILA.

- The records of all meetings are to contain only decisions, recommendations, and actions.

- The outcomes of the Committee's work are to be collated and circulated by the secretariat for each meeting.

- Drafts of documents produced will be circulated to Committee members prior to being finalised, issued, and stored on the AILA server.

## Review of Terms of Reference (ToR)

CEO to conduct annual review of ToR with the Chair and Committee members.

## Relevant AILA Policies

- Membership Policy
- AILA Constitution
- CPD Policy
- People Recognition Policy

## Key Committee Collaboration

- Continuous Professional Development Committee
- Continuous Professional Development Framework Working Group
- Education Committee
- Climate Positive Design Working Group
- Gender Equity Committee
- Connection to Country Committee
- People Recognition Committee