



Terms of Reference

Practice Committee

The **Practice Committee** oversees support to AILA members through the provision of accurate, timely and relevant practice notes and to otherwise support the Board and CEO of AILA to meet the needs of growing and increasingly complex profession.

Strategic Linkage

Membership Strategic Pillar

- AILA understands and is responsive to the needs of its members
- The value proposition for AILA membership for all landscape architects is increasing

Education Strategic Pillar

- AILA's CPD program meets the needs of a growing and increasingly complex profession

Purpose of the Practice Committee

To review current policy and to develop new policy regarding AILA practice support and to develop and recommend strategies for improved membership support, services and benefits to the AILA board.

Objectives of the Practice Committee

1. Review existing practice support mechanisms and develop a practice support delivery strategy
2. Review and develop a strategy for practice notes and their future development
3. Review other Institutes' services and benefits and develop a plan for AILA.
4. Recommend options for practice membership or "practice plus" solutions.

Roles and Responsibilities of the Practice Committee

1. To undertake a needs analysis with the AILA CEO to develop a practice support plan, including the sequencing and on-going development of practice notes at an interval of no-less than one per quarter.
2. To work with the CEO to implement the Practice Support Plan including monitoring the on-going effectiveness.

3. To work and liaise with other committees and working groups to ensure a well-rounded approach to the development of practice notes.
4. To provide member/s to the Continuous Professional Development Framework Working Group.

Practice Committee Membership

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

- A minimum of one AILA Board member.
- AILA CEO.
- 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.
- Ideally, all AILA membership categories will be represented on the Committee.
- 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 to 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

- CPD Policy
- Conflict of Interest Policy
- Committee Code of Conduct

Key Committee Collaboration

- Continuous Professional Development Committee
- Education Committee
- Membership Committee