



## TERMS OF REFERENCE FOR A COMMITTEE

The following is **a sample** of terms of reference, to be used for all committees organised at Chapter level. The terms of reference and membership for a Chapter committee are to be endorsed by the Chapter Executive.

### AILA [Chapter] XYZ Committee

#### Terms of Reference

##### Background

The Australian Institute of Landscape Architects (AILA) is the peak body charged with supporting the profession through advancing landscape education, accreditation and research and supporting AILA's efforts in whole-of-life learning for Landscape Architects.

AILA strives for greater clarity in our policy and in our approach to education, accreditation and research – policies that clearly advance AILA's vision, mission and the profession.

These Terms of Reference (ToR) for the [Chapter] XYZ Committee advance this intention by defining the role of the Chapter XYZ Committee and the AILA membership in continuously advancing this area.

##### Purpose of the [Chapter] XYZ Committee

The purpose of the [Chapter] XYZ Committee is to advise the XYZ Committee on matters of Chapter/Territory interest that might impact on matters of landscape architecture education, accreditation and research.

##### Objectives of AILA's [Chapter] XYZ Committee

The objectives of AILA's ([Chapter] XYZ Committee are as follows:

1. Engage with the process (through the XYZ Committee) with the Chapter.
2. Advise the XYZ Committee on (Insert Chapter) issues and challenges facing Landscape Architecture profession and its future development.
3. Advise the XYZ Committee on opportunities and focus areas for research/development/learning etc.
4. Collaborate with other committees on matters relating to their area of interest and skill.

## Chapter XYZ Committee membership

Chapter Executive will appoint the AILA (Insert Chapter) Chapter XYZ Committee members by receiving expressions of interest from members to fulfill the following requirements:

- A minimum of one member of the Chapter Executive.
- 4-6 Committee members consisting of a mix of practitioners, academics and possibly a student of landscape architecture.
- Committee member's term of appointment shall be two (2) years, with the possibility of an extension for another 2-year term.
- Ideally all AILA membership categories will be represented on the Committee.
- The Chair shall be elected by the Committee annually and ratified by Chapter Executive.
- A quorum for a meeting of the Chapter XYZ Committee will be approximately 60% of the Committee membership, and to be determined once the full membership of the Committee is known.
- The Chapter XYZ Committee must adhere to the AILA Board-adopted Policies and Procedures in the areas of the Committee's remit.
- The Chapter XYZ Committee shall provide a written report to the XYZ COMMITTEE (via the AILA National Office) on work undertaken, at periodic intervals during the year (as determined by the XYZ Committee)

## Meetings and Records

- To facilitate its work, the Chapter XYZ Committee is to hold face-to-face or teleconference meetings at least three (3) times a year.
- Each member must attend at least two (2) meetings to remain on the Committee.
- The meeting schedules and agendas are to be set by the Chair in consultation with the Committee members.
- The records of all teleconferences and face-to-face meetings are to contain decisions, recommendations and actions. Detailed minutes are not a requirement.