



Members representing AILA in external positions or forums

1. Introduction

This policy describes the principles and operation of the appointment, role and reporting of members delegated to sit on external groups, forums, and boards etc as AILA representatives.

2. Objectives

This policy aims to document and consolidate the appointment process and authorities that National Council has provided to members appointed to represent the organisation in line with the following:

- Achieve the Institute's mission through delivery of the outcomes, objectives and initiatives.
- Deliver on the ACAP
- Ensure that committees, officers, staff and appointed members act in accordance with the constitution, regulations and policies of the Institute;
- Ensure delegations of authority are formally documented and transparent to Institute members and other stakeholders;

3. General principles for members representing AILA for national forums/positions

Appointment

- National Council is only able to appoint a member to a position of representation for the organisation.
- Process for appointment includes
 - A National call-out to the membership will take place for nominations for any positions available (unless timing does not permit).
 - National Council will review applications and may seek advice from a National Committee or State Executive before confirming the appointment.
 - The successful representative will be notified and will be required to sign an MOU agreeing to operate within the terms of the role.
 - All appointments will be reviewed annually by National Council soon after each AGM, and reconfirmed or replaced for the following term.
 - A member is only able to occupy an external role representing AILA for a maximum of 5 years, at which time a call for nominations will be issued to the membership.
 - A member can be removed from the position should they not adhere to the terms of the role or operate in a way that does not act in the best interests of the membership.

Role

- The role may vary depending on the organisation, position and objectives and the detailed role will be specified in the call for members and MOU, however the general principles of the role will include:
 - Represent the organisation in the best interest of the membership and AILA Strategic objectives.
 - Contribute with the delegated authority to speak as a Landscape Architect representing the organisation.
 - Uphold the values of the organisation in engagement and representation.

- Never operate in the position for personal gain.
- To provide input to the discussion and debate on the topic area, and seek input and advice from the membership (through surveys, email call outs, focus groups etc).
- To attend a minimum of 80% of schedule meetings of the group.
- To seek advice from National Council, the CEO or relevant National Committee if additional information is required.
- To seek approval from National Council before committing to any expenditure associated with the role including airfares, accommodation or incidentals associated with the role.
- To ensure that National Council are informed of any areas of content or process that may have a negative impact on the membership or organisation.
- To report twice a year to the National Council, and brief Council face to face should the opportunity arise

4. General principles for members representing AILA for State/Regional forums/positions

Appointment

- State/Territory Executive is only able to appoint a member to a position of representation for the organisation.
- Process for appointment includes
 - A State/Territory call-out to the membership will take place for nominations for any positions available (unless timing does not permit).
 - State Executive will review applications and may seek advice from a State or National Committee or a National Councillor before confirming the appointment.
 - The successful representative will be notified and will be required to sign an MOU agreeing to operate within the terms of the role (created by the State Executive)
 - All appointments will be reviewed annually at the by State Executive soon after each State Annual Meeting, and reconfirmed or replaced for the following term.
 - A member is only able to occupy an external role representing AILA for a maximum of 5 years, at which time a call for nominations will be issued to the membership.
 - A member can be removed from the position should they not adhere to the terms of the role or operate in a way that does not act in the best interests of the membership.

Role

- The role may vary depending on the organisation, position and objectives and the detailed role will be specified in the call for members and MOU, however the general principles of the role will include:
 - Represent the organisation in the best interest of the membership and AILA Strategic objectives.
 - Contribute with the delegated authority to speak as a Landscape Architect representing the organisation.
 - Uphold the values of the organisation in engagement and representation.
 - Never operate in the position for personal gain.
 - To provide input to the discussion and debate on the topic area, and seek input and advice from the membership (through surveys, email call outs, focus groups etc).
 - To attend a minimum of 80% of schedule meetings of the group.
 - To seek advice from State Executive, the State President, the State Chapter Manager or relevant State or National Committee, if additional information is required.

- To seek approval from the State Executive before committing to any expenditure associated with the role including airfares, accommodation or incidentals associated with the role.
- To ensure that the State Executive are informed of any areas of content or process that may have a negative impact on the membership or organisation.
- To report twice a year to the State Executive, and brief State Executive face to face should the opportunity arise

Attachment A

Register of Members representing roles is shown below.



Members representing AILA in external positions or forums

Attachment A

National / State	Organisation	Type	Start date	Review date	Appointed member	Max end date	Comments
Nat	Standards Australia	Arbor Reculture Committee	2003	End 2017	Ingrid Mather	2019	
Nat	ASBEC	Resilience Strategy Task Group	August 2015	End 2016	Pru Smith	2020	The aim of the Resilience Task Group is to drive a consistent national agenda to increase the resilience of the built environment in the face of predicted climate change impacts, extreme weather events and increasing population demands.
Nat	Urban Design Protocol	Editorial Board	Nov 2015	End 2017	Malcolm Snow	2020	<i>Creating Places for People</i> is a collaborative commitment to best practice urban design in Australia. An Editorial Board of around fifty people was established, more info here . A draft framework document was released for public comment in mid-2011. See attached Minutes which give a good summary of status of progress on Protocol. Malcolm notes "It would be worthwhile Shahana talking directly to Suzanne about her expectations of AILA's contribution to advancing things" as per 6/12/2016
Nat	ASBEC	Cities and Regions Task Group	Nov 2015	End 2019	Shahana McKenzie	2020	The Cities Task Group aims to develop and advocate policy focussed on improving the long-term productivity, liveability and sustainability of cities and urban communities, in the context of growth and change
Nat	IFLA	IFLA Asia-Pacific (APR) Region Treasurer	October 2015	End 2019	Greg Grabasch	2020	
Nat	Standards Australia	Committee CS-005 Playgrounds	2012	End 2019	Fiona Robbe	2020	Range of revisions to the suite of Playground standards. AS/NZS 4486.1:1997 & AS/NZS 4422:1996 have been reviewed by the Standards Committee and a new standard is now proposed: AS 4685.0:2015. More info here .

Nat	Standards Australia	Committee CS-034 Pool Barriers	2016	End 2019	Peter Glass	N/A	The objective of this Standard is to assist pool owners/users in avoiding pool-related drowning by providing design, construction and performance of various barrier options, which are designed to deny, delay or detect unsupervised entry to the swimming pool area by young children.
Nat	Standards Australia	AS 1428 Wayfinding	2016	End 2019	Simeon King	N/A	Standards Australia have been working with industry experts in the development of the 'Wayfinding' Standard (AS1428.4.2), which relates to the provision of a built environment that is legible to people who are blind or vision impaired
Nat	Standards Australia	Technical Committee CS-037 Garden Soils And Potting Mixes	25/08/2015	End 2019	Angus Bruce	2020	This group is charged with the revision of AS 4419:2003 Soils for landscaping and garden use Inclusions: This standard (AS 4419) sets out requirements for general purpose soils, top dressing, topsoil and landscaping mixes, for domestic and commercial use, supplied in either bulk or bagged lots.
Nat	Foreground	Editorial Board	Oct 2016		Angus Bruce Amalie Wright	2020	
Nat	Sourceable	Media	November 2016	End 2018	Angus Bruce	ongoing	One Director per year is to be nominated as AILA's editorial contributor to the online publication. The Contributor, however, is required to contribute one monthly (architecture & construction sections) editorial submission with a minimum of ten submissions per year. The Board agreed to share contributions under the name of AB for the year of 2017.