



# Terms of Reference

## Gender Equity Committee (GEC)

### Strategic Linkage

#### Strategic Value - Across all AILA Strategic Pillars

##### Sustainable AILA

- AILA has a financially stable base from which to develop and meet our strategic objectives.
- AILA continues to review and improve its Governance framework.
- AILA has a safe, supportive and growth oriented culture.

##### Membership

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

##### Education

- Australia's landscape architecture programs, and student and academic communities are sustained and bolstered.
- AILA CPD program meets the needs of a growing and increasingly complex profession.

##### Advocacy

- The role of landscape architecture is understood and respected by all levels of Australian government.

##### Profile

- The role of landscape architecture is understood and respected by built environment professionals and the communities in which we live.

### Background

This Terms of Reference (ToR) for the Gender Equity Committee (Committee) defines the role of the Committee in developing, advocating, and promoting gender equity across all AILA's committees, subcommittees, membership and through policies, practice notes, studies, and other gender related initiatives as advised by the AILA CEO and Board.

### Purpose of the Gender Equity Committee

To provide advice and support to the AILA Board in setting and implementing activity that supports Gender Equity for the profession.

### Objectives of the Gender Equity Committee

The committee assists in the development and implementation of actions which support.

1. Advocacy for Gender Equity within the Landscape Architect Profession.
2. Provision of feedback and advice to the Board in relation to gender equity and AILA Strategy, Policies and Services.
3. The identification, commissioning and communication of research relation to gender equity and the Landscape Architecture profession.

4. Contribution and support of AILA activities that support and promote gender equity.

### Roles & Responsibilities of the Committee

Key focus areas and activities

- Support and provide oversight to the recommendations from the 'Next Steps Report'.
- To identify AILA led initiatives that further the objective of the committee.

### Gender Equity Committee Membership

AILA Board will appoint the 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 with term of appointment of two years and 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 committees on an 'as needs' basis to focus on specific activities. All committees to report back quarterly to the Board.

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.

Diversity will be considered in the appointment of the committee members.

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

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

## Relevant AILA Policies

- Social Media Policy
- Advocacy, Submissions, and Representations Policy
- Delegation Policy
- Members Representing AILA on External Forums
- Committee Code of Conduct

## Key Committee Collaboration

- Climate Positive Design Working Group
- Connection to Country Committee
- Advocacy Committee
- People Recognition Committee
- Practice Committee
- Membership Committee
- Education Committee
- Continuous Professional Development Committee