



Queensland AILA State Membership Committee

Terms of Reference

Purpose of the State Membership Committee

To stimulate continued membership growth across all categories of membership by continuously increasing the perceived value of membership

Objectives of AILA's State Education Committee

The objectives of AILA's State Committee are to:

1. Increase membership engagement with current and future members in both metropolitan and regional areas
2. To promote Landscape Architecture as a career
3. Support AILA fresh through encouraging increased engagement from senior members.
4. To liaise with and implement strategies driven by the Nation Membership Committee.
5. To enhance the program and delivery of our CPD program to both metropolitan and regional members.

State Membership Committee Membership

State Executive will appoint the AILA State Membership Committee members by receiving expressions of interest from members to fulfil the following requirements:

- include a minimum of 2 and maximum of 5 Committee members
- Committee member's term of appointment shall be two years, with the possibility of an extension for another 2-year term.
- Ideally a spread of AILA membership categories will be represented on the Committee
- The Chair shall be elected by the Committee annually and ratified by State Executive, as well as reporting at regular intervals to the State Executive (as required).
- A quorum for a meeting of the State Education Committee will be approximately 60% of the committee membership, and to be determined once the full membership of the committee is known.
- The State Membership Committee must adhere to the National Council adopted Policies and Procedures in the areas of the Committee's remit.
- The State Membership Committee shall provide a written reports to the National Membership Committee and the National CPD Committee if appropriate (via the AILA National Office) on work undertaken, at periodic intervals during the year.
- The State Executive will be responsible for the formation and running of the State Membership Committee



Meetings and Records

- To facilitate its work the State Membership Committee is to hold face-to-face or teleconference meetings at least 3 times a year.
- Each member must attend at least two 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.



2017/18 Action Plan

OBJECTIVE

1. Increase membership engagement with current and future members in both metropolitan and regional areas

ACTIONS

- » *Develop a data base of various offices and members willing to engage with AILA through committees, comments on policies, attendance at events, etc. for each metropolitan and regional centre*

OBJECTIVE

2. To promote Landscape Architecture as a career

ACTIONS

- » *Follow up with AILA National on School Kits*
- » *Work with Georgina to develop register of Qld high schools and career guidance councillors*
- » *Distribute kits and explore interest in having AILA speak to schools (through AILA Fresh)*

OBJECTIVE

3. Support AILA fresh through encouraging increased engagement from senior members

ACTIONS

- » *Develop data base of various offices and members willing to support AILA Fresh through participation and attendance at events*
- » *Encourage an AILA Qld executive member to attend QFresh meetings to improve communications.*
- » *Work with QFresh on calendar of Fresh events to be circulated to senior members to increase attendance at QFresh events*

OBJECTIVE

4. To liaise with and implement strategies driven by the Nation Membership Committee

ACTIONS

- » *Open line of communication with chair of the National Membership Committee*
- » *Review current TOR for both National Membership Committee and implementation strategy*

OBJECTIVE

5. To enhance the program and delivery of our CPD program to both metropolitan and regional members

ACTIONS

- » *Open line of communication with chair of the National CPD Committee*
- » *Review current National CPD strategy and implement strategy at State level*
- » *Establish strategy (with Qld State Manager) to build CPD event partnerships with Allied professional organisations (BDA, UDIA, AIA, PIA, UDAL, etc.) to access their members and audience.*
- » *Liaise with chairs of AILA Sun, AILA Gold and AILA NQ to coordinated CPD program across Queensland*