

**Document Metadata**

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<b>Policy Name</b>	Terms of Reference for State/Territory Chairs
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<b>Policy Lead</b>	CEO
<b>Purpose</b>	To set out the responsibilities of, and guidelines for, the State and Territory Chairs and Vice-Chairs of the Geospatial Council of Australia.

**Document History and Status**

Revision	Date issued	Reviewed by	Approved by	Date approved	Revision type
0.9	16/02/23	SSSI Chairs	CEO	3/3/23	90% Draft
1.0	6/3/23	Board			Draft for consideration

## Terms of Reference for State/Territory Chairs

### Purpose

Volunteers play an integral role in the success of professional and industry associations, where they assist an organisation in achieving its strategic priorities through contribution to content, identification of member engagement activities and providing a connection to a discipline or jurisdiction.

The Geospatial Council of Australia Board have established two key volunteer positions – Chair & Vice-Chair - in each State/Territory to ensure specific local member and industry needs are met. This document outlines the guidelines under which the positions operate and the general responsibilities of the positions.

### Authority

The State/Territory Chairs and Vice-Chairs are responsible to the Board of the Geospatial Council, via the Chief Executive Officer (CEO), and may also be directed by the Board. The Board may set and vary priorities and otherwise provide policy guidelines as it sees fit. The positions will exercise their discretion within those parameters.

### Responsibilities

As a State/Territory Chair or Vice-Chair of the Geospatial Council of Australia, it is expected that the positions will:

- provide advice to the CEO and management on geospatial related matters concerning the jurisdiction
- maintain connections to State/Territory key stakeholders
- identify local opportunities for membership engagement and growth
- identify local event opportunities and assist with the establishment of event committees as required
- manage the program of the annual State/Territory conference
- attend relevant Geospatial Council Committee meetings as required to report on local issues
- contribute relevant news items to share with the broader membership
- promote the benefits of Geospatial Council membership to colleagues, peers and the broader industry where appropriate
- share details of Geospatial Council events, awards, programs and communications to colleagues and contacts where appropriate.

### Code of Conduct

As a State/Territory Chair or Vice-Chair of the Geospatial Council of Australia, it is expected that the positions will:

- represent the Geospatial Council in a respectful, honest and fair manner
- maintain confidentiality, where identified as appropriate
- not utilise confidential information gained for commercial or personal benefit.

### Governance

#### Nomination, Selection and Terms

- All current financial Members of the Geospatial Council (including employees of Organisation Members that are not specifically Individual Members) have the right to nominate themselves to a State/Territory Chair or Vice-Chair, when called upon.

- The Geospatial Council will email all Members that nominations for the positions are open at least eight (8) weeks prior to the AGM every two years. Nominees must complete the provided nomination form by the noted deadline.
- Nominations will be assessed and positions chosen by the Board.
- Approved Chairs members will be announced at the AGM, with the role officially beginning on 1 January following the Annual General Meeting.
- The term of appointment to a State/Territory Chair or Vice-Chair position is two years, with the option to extend for another two years.
- A former Chair may be re-elected to the position after a four-year period has passed since office was held.
- A Chair or Vice-Chair may be removed by the Board for not undertaking the role in line with these terms of reference. The Chair or Vice-Chair must be given at least 14 days' notice of the proposed decision, to be given the opportunity to respond to the concern.

**Workplan**

The State/Territory team (Chair and Vice-Chair) must set a two year workplan, in the template provided. This will note the key goals and activities planned to be undertaken. Workplans must be submitted to the Board for approval at the first formal Board meeting in the year of appointment to the role. Chairs may choose to use workplans as the basis for their reports to the Board (see below). Guidance will be provided on the preparation of workplans, which are expected to be concise documents.

**Reporting**

The State/Territory Chair must formally report on their activities to the Geospatial Council of Australia Board via the provided template. This should be done quarterly at the advised schedule. The Communications Manager will work with Chairs to prepare these reports, which will be approved by the CEO before submission to the Company Secretary for inclusion in Board papers.

Should interim issues arise that a Chair believes requires the Board's urgent knowledge or involvement, the Chair must contact the CEO for further guidance.

**Correspondence**

A State/Territory Geospatial Council email address is established for each jurisdiction and listed on the Geospatial Council website. This is the method of contact for anyone wishing to reach the State/Territory Chair for Geospatial Council business. Chairs have the option of using this for responses/conversations or having it forwarded to their work/personal email if they prefer. Vice-Chairs will also have access if they wish.

*All Geospatial Council Members will have the opportunity to align themselves with one or more of the States and Territories, to receive appropriately targeted communications and opportunities for involvement.*

**Finance**

State/Territory Chairs and Vice-Chairs do not have any financial delegation. Any proposed items of expenditure must have approval from the CEO prior to commitment, unless there is corresponding income to cover expenditure e.g. a ticketed event or sponsorship. Requests for expenditure can be made via the process outlined in the Discretionary Fund Policy.

## Events

One of the primary responsibilities for the Chair and Vice-Chair is to assist in the development and program management of local events including:

- identification of event concepts suited to the needs of local members and non-members
- identification of State/Territory topical geospatial issues that may be appropriate to be addressed in an event
- through Member forums and emails, existing relationships, networking etc, seek local Members to volunteer to work with the Geospatial Council Events team to undertake program management for confirmed events, where required
- assist staff with identifying and/or sourcing appropriate local speakers for confirmed events
- establish and lead a Conference Program Committee, to assist the Events team in the successful running of the annual State/Territory Geospatial Conference.

## Stakeholders

State/Territory Chairs and Vice-Chairs are an important contact point for a range of local stakeholders.

- **Geospatial Council Members** - Members are able to contact the State/Territory Chair should they wish to discuss concerns or issues at a local level, before they are referred to the relevant Geospatial Council staff member (if required).
- **Geospatial Council Committees** - State/Territory Chairs and Vice-Chairs should maintain relationships with local Members who sit on Geospatial Council Committees and Working Groups. Chairs and Vice-Chairs may be invited to attend specific meetings or may request to join meetings if there is a relevant issue to discuss.
- **Government agencies and Statutory Bodies** – in addition to ad-hoc contact as required, Chairs or Vice-Chairs represent the organisation on relevant State/Territory government consultation groups or can recommend to the CEO an appropriate alternative Member to do so.
- **Education providers** – Chairs and Vice-Chairs stay abreast of local geospatial education activities, issues or opportunities for advocacy and maintain relationships with key geospatial education providers.
- **Kindred organisations** – apart from any negotiations regarding a formal relationship such as an MOU (which must be CEO and Board managed), Chairs and Vice-Chairs maintain relationships with representatives from kindred geospatial industry and professional bodies

*Relationships with national organisations are managed at a whole of organisation level via the Board, staff and Committees.*

## Member Forums

To encourage connection between Geospatial Council staff, Chair, Vice-Chair and Members, two open Member Forum meetings should be held in each State or Territory every year. These meetings will give local members the opportunity to connect and share current geospatial activities, challenges and opportunities.

These meetings are designed and lead by the State/Territory Chair and supported by relevant staff. The meeting format is flexible in each State/Territory but it is anticipated that one is face to face and one online.

## Ad hoc gatherings

State/Territory Chairs are welcome to meet with local members on an ad-hoc basis to discuss Geospatial Council activities, local issues etc. These meetings must be organised by the Chair or Vice-Chair and Geospatial Council staff will not provide secretariat support.

## Advocacy

Should a Chair or Vice-Chair receive an invitation or identify an opportunity to provide an official submission on a policy, workforce, industry matter or similar, they must pass this request to the Policy & Advocacy Committee Chair to discuss the response. In the absence of the Policy & Advocacy Committee, the opportunity to submit must be discussed with the Executive Manager – Workforce & Strategy before responding.

## Staff support

Key staff are available to provide assistance to the Chair and Vice-Chair where required. This includes (but is not limited to):

- Events Manager – to discuss event concepts, potential dates etc
- Events & Awards Coordinator – to manage event and excellence award logistics
- Communications Manager – to arrange communications to Members on specific jurisdiction activities and information
- Membership Officer – to ask any membership related queries (note, other Member details cannot be provided due to confidentiality reasons)
- Workforce Manager – to discuss any ideas to grow, develop or promote the geospatial workforce.

These staff may be contacted directly, but State/Territory Chairs and Vice-Chairs shall not attempt to manage or direct staff. Geospatial Council staff have a full workload and are accountable to the CEO for specific outcomes. Staff will in most cases offer appropriate assistance as needed to achieve the outcomes of specific initiatives.

An online meeting of all State/Territory and Committee Chairs will be arranged a minimum two – three times per year. The President, CEO and key staff will be in attendance. These meetings are an opportunity share local challenges and successes, discuss priorities, suggest improvements to the Geospatial Council's policies, guidelines and procedures and more.

## Terms of Reference Review

The CEO shall review this Terms of Reference every two years, in consultation with State/Territory Chairs, and may recommend to the Board any amendments to it.