

Chapter Terms of Reference

1. Purpose

- 1.1 Given the large size of the Australian continent and the distances between population masses, Chapters are a vehicle to mobilise authorised volunteers to ensure regional centres can optimise engagement with the ACS.
- 1.2 The Divisional Council will consider the need for a Chapter on an annual cycle.
- 1.3 Nominations for a Chapter Lead are called for from within the membership and administered by the Divisional Manager.
- 1.4 The relevant Divisional Council will consider Chapter Lead nominations and advise the Divisional Manager of the outcome of their deliberations.
- 1.5 A Chapter Lead is appointed for a twelve month automatically retiring at the end of the twelve months.
- 1.6 The Chapter Lead is responsible for drafting an annual calendar of initiatives that is accepted or otherwise by the Divisional Council and which is consistent with the annual budget parameters as advised by the Divisional Manager.

2. Powers

- 2.1 The Chapter has no power or authority in relation to:
 - (a) decisions of the ACS Board or Divisional Council including the ACS Strategy and business plans;
 - (b) control or management of the ACS; and
 - (c) ability to enter into contractual arrangements.
- 2.2 The Divisional Manager is responsible for the governance and management of the Chapter including the performance of its functions, whilst also providing administration support to ensure the effective operation of the Chapter in accordance with the ACS policies and procedures.

3. Functions

- 3.1 The role of the Chapter is to assist the ACS implement its Strategy by providing on-ground support at the local level. Examples include:
 - (a) event design support in order that the ACS events meet local need;
 - (b) speaker suggestion and sourcing consistent with the approved plan;
 - (c) facilitate the smooth running of an event which may include Emcee duties or overseeing the person who is asked to perform such a function, site branding, registration acquittals;
 - (d) introducing and connecting the Divisional Manager to potential sponsorship and fundraising parties, or potential corporate partners;
 - (e) other forms of Access, Advocacy and Advice; and
 - (f) generally to provide suggestions to the Divisional Council and Divisional Manager for them to consider which may be of benefit in relation to the business.

4. **Prohibitions**

4.1 The Chapter Lead and members must not:

- (a) vote on or purport to pass resolutions on behalf of the ACS Board or Divisional Council;
- (b) hold themselves out to be directors of the ACS; or
- (c) collect or receive payments, nor be a signatory to any bank accounts of the ACS.

5. **Membership**

5.1 The Divisional Council has in its absolute discretion the ability to appoint or remove a Chapter Lead administered through the Divisional Manager.

6. **Support**

6.1 The Divisional Manager and Divisional office are responsible for providing administrative support to the Chapter Lead including managing venue agreements, receipting fees where appropriate, and managing member data in the relevant ACS databases.

7. **Remuneration**

7.1 There is no remuneration for Chapter Leads. A formal appointment document is entered into between the ACS and each Chapter Lead.

7.2 Reasonable travel expenses and other out of pocket expenses may be covered or reimbursed by the ACS as required but only upon prior written approval by the Divisional Manager.

8. **Liability**

8.1 Chapter Leads have no obligations under Corporations Law and accordingly no professional indemnity insurance is required.

9. **Personal interests and conflicts**

9.1 A Chapter Lead must not improperly use their position or information received by them in their position to gain an advantage or to cause detriment to the ACS.

9.2 All Chapter Leads must act with the utmost integrity and objectivity, striving at all times to enhance the reputation and performance of the ACS and consistent with the ACS code of ethics.

9.3 Confidentiality, Conflict of Interest declarations and completion of the ACS induction are all pre-requisite requirements prior to commencing as a Chapter Lead.

10. **Revision of charter**

10.1 The ACS Board has the sole authority to approve revisions to these Terms of Reference.