



Membership Advisory Board (MAB)

Terms of Reference

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1. MEMBERSHIP ADVISORY BOARD

1.1 Role

To work with the National Office to grow and retain ACS membership – including to:

- Strengthen the focus of ACS on its membership;
- Provide advice on strategy and actions that will drive:
 - Satisfaction and retention of ACS members;
 - Increase membership attraction and recruitment;
- Provide advice on strategy and actions that will drive:
 - Recognition of ACS membership across the profession; and
 - Demand for certification both within and external to membership;
- Providing leadership and promoting strategies in order to maintain a dynamic, contemporary professional development framework for ACS members;
- Advise on professional development to enable members to achieve certification, and to enable them to maintain their certification as Certified Professional, Certified Technologist and Certified Specialist. This does not include defined education programs that lead to formal qualifications (other than certification);
- Provide a forum for engagement and coordination of member-facing action between the Branches and National Office;
- Oversee and help to coordinate the portfolio of member advisory activities that relate to ACS membership;
- Ensure that the mix of activity within the portfolio aligns with the ACS Strategic Plan;
- Recommend projects, activities and structures within the portfolio that will most effectively deliver the membership-related Strategic Plan outcomes, and;
- Monitor the effectiveness and outputs of activity within the portfolio.

In undertaking this role, the MAB will maintain two committees as described below:

1.2 COMMITTEE – DIVERSITY and INCLUSION COMMITTEE

Role

The objective of the Diversity and Inclusion Committee is to provide leadership and strategic advice addressing workforce participation challenges related to a rapidly expanding digital economy with respect to the benefits which accrue when the Diversity Agenda is taken into account in every workplace and for the diversity disadvantaged. This will be achieved through:

- Envisioning the requirements for the Australian economy to transition to a high value digital and knowledge economy, with an emphasis on growing the Australian ICT human capital skills base;
- Analysis and synthesis of existing data on workforce participation in the current ICT ecosystem;
- Identifying commonalities and differences across States and Territories;
- Identifying new areas of research on workforce participation factors as they arise.
- Collaboratively working with other institutions in the ICT ecosystem for Australia to maximize workforce participation that develops a world leading Science, Technology,

- Engineering and Mathematics (STEM) skills base and increases the participation of young people in STEM subjects at school and further education;
- Providing guidance for ACS to develop advocacy positions and best practice guides for organisations on diversity issues and workforce participation.

1.3 COMMITTEE – NATIONAL FELLOWS COMMITTEE

Role

The purpose of the National Fellows Committee is to ensure an appropriate and common standard is applied in the assessment and evaluation of potential Fellows of the ACS and to recognise a successful nominee through the creation of an appropriate citation that is published to the world.

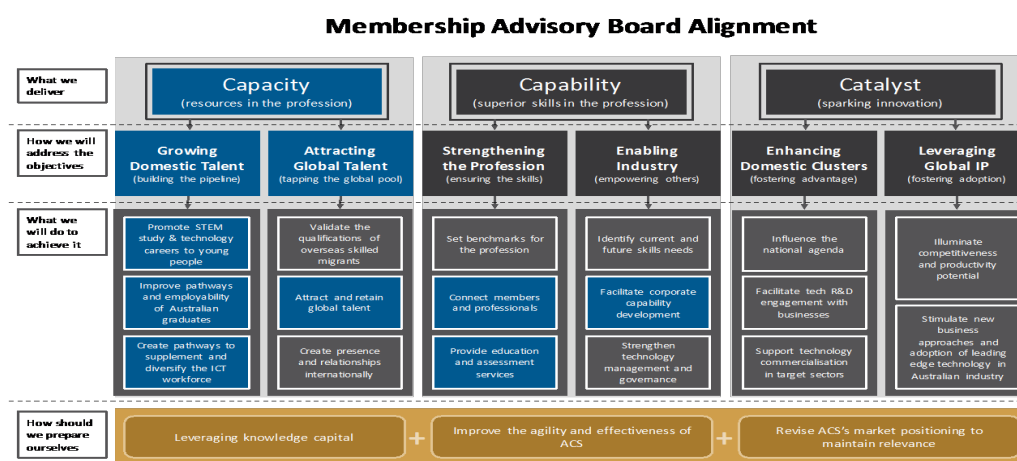
This will be achieved through:

- Receiving BEC approved Fellows nominations;
- Providing assistance with the drafting of Citations as deemed necessary;
- Promptly review nominations and the process undertaken for compliance with the standards within the period identified in the current guideline;
- Advise the relevant BEC Chair, in situations where the process is not compliant, the corrective action required from that Branch;
- Procure, in situations where the process is compliant, a final membership status check;
- Forward compliant nominations to National Office with a recommendation to Management Committee;
- Work with the relevant BEC Chair, in situations where Management Committee has deferred a decision, to rectify any perceived deficiencies in the nomination including a redraft of the Citation required.

2. STRATEGIC PLAN ALIGNMENT

2.1. Each year by 31st of March, the Director of the MAB in conjunction with the Vice President (Community) and the National Office, will prepare an annual plan for approval by the Management Committee that shows how the outcomes from each activity within the portfolio act to deliver on the current ACS Strategic Plan.

The Figure below summarises the parts of the high level Strategic Plan that the Membership Advisory Board activities support.



3. AUTHORITY

3.1. MAB has the authority to obtain information from any employee of the ACS pertinent to their Terms of Reference.

3.2. MAB has authority to configure the activities within its area of responsibility, including creating, monitoring and dissolving committees, sub-committees, Special Interest Groups and taskforces/projects – consistent with the MAB Annual Plan, within the approved budget for its portfolio of responsibilities, and subject to approval from the Management Committee.

3.3. MAB and its sub-committees have no other executive powers unless expressly delegated by Management Committee.

3.4. MAB and its sub-committees, Special Interest Groups, Taskforces or projects cannot:

- Alter its Terms of Reference, however it can recommend changes to the Management Committee;
- Operate outside the ACS approved budget, and;
- Enter into any arrangements that legally bind the ACS.

4. SPECIFIC FUNCTIONS

Only used for specific tasks/responsibility not encompassed in Section 1 Role above.

5. REPORTING

5.1 Regular reports, at least once every six months, shall be prepared and submitted to the Management Committee through the Vice President (Community Boards). The reports are to report

on the progress of MAB in achieving its outcomes and performance metrics as set out in the approved annual plan.

6. MEMBERSHIP AND COMPOSITION

6.1. MAB comprises up to 11 members:

- A Director elected by Congress (Chair);
- Eight members who are the currently elected Chairs of the six states, Northern Territory and Canberra, and;
- Up to two additional members with relevant skills and experience.

6.2. National Office-bearers may attend any meeting of the MAB or any other body within its portfolio.

6.3. All members shall be members of ACS.

6.4. All members and sub-committee members must formally declare actual or perceived conflict of interest and agree to abide by the ACS privacy declaration and other rules of engagement set by the National Office and Management Committee.

7. TERMS OF OFFICE

7.1. The Director is elected by the Congress for a period of two years. The Director may be elected for a maximum of three consecutive two-year terms. The Director must be a member of the Professional Division (Fellows, Senior Members and Members) of ACS.

7.2. Generally, members of MAB, who are not Branch Chairs, are appointed for a two-year term. Some members may be appointed for a one-year term in order to achieve around half of members terms ending at the same time. Each term shall commence from 1 January.

7.3. The members of MAB, may serve more than one term consecutively, however no consecutive terms totalling more than six years.

7.4. Membership of the MAB must be approved by the Management Committee on advice from the Director and the Vice-President (Community Boards). Members may be removed from MAB at any time, notwithstanding their term, by the Management Committee.

8. SECRETARIAT

8.1 Secretariat support will be provided to MAB and its sub-committees as follows:

- Meeting co-ordination including minute taking and distribution, preparation and dissemination of relevant documents, transport, accommodation, video conferencing, IT support, processing of expense reimbursement, and any other operational aspects of meetings; for general MAB meetings and also for relevant sub-committee meetings as agreed with National Office.
- Assistance with the operational aspects of preparing Business Case documentation for proposed new programs, activities and initiatives in a suitable form for the consideration by Management Committee, and;
- Supply software licenses and any required technical support for MAB to discharge its duties.

9. MEETINGS

9.1. MAB shall meet at such times as it deems to be appropriate to fulfil its functions (within approved budgets), however not less than twice each year including one face to face meeting.

9.2. Agenda items, papers, reports and supporting documentation must be forwarded at least seven days prior to each meeting.

9.3. Minutes for the meeting will be prepared and circulated to members following the meeting. Formal approval of the minutes takes place at the following meeting.

9.4. Copies of sensitive documents (in paper and electronic form) retained by MAB members and other assisting on their behalf should be appropriately secured to protect the privacy of any personal information and the confidentiality of the business information contained therein.

10. QUORUM

10.1 A quorum is one more than half of approved MAB members (i.e. a majority of members).

11. REVIEW DATE

11.1. This document is due for review by the Board Director prior to 1st November 2020 for approval by Management Committee at its last meeting in 2020.

11.2. Minor changes may be approved by the author/reviewer, e.g. the correction of typographical or formatting errors.

11.3. This document will expire three years and three months after the date of assent by Management Committee.

12. VERSION CONTROL

Authors

CEO

Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
1 st January 2017	1.0	As approved from Consultants work at Management Committee meeting 26 October 2017	Consultant
27 th May 2017	1.1	Changes to Committee composition and inclusion of Measures of Success	CEO
29 th January 2018	2.1	Removed Board and Committee Measures of Success Included 13. Committee – National Fellows Committee Updated document Custodian	Marc Portlock: Strategic Initiatives Executive - TAB
6 March 2018	2.2	Minor Changes	Company Secretary

Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Management Committee			27 th May 2017	1.2
Management Committee			2 nd Feb 2018	2.1

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
MAB and MC	MAB Members/ MC Members	5/06/2017 – MAB and MC SharePoint Community	1.2

Custodian title & email address:	Ian Londish Ian.Londish@acs.org.au
Responsible Business Group:	Governance and Risk
Distribution: Highlight which is applicable and provide names where applicable	Upon Approval – for posting to ACS website and public access.

