

inspiring success



Membership Advisory Board (MAB)

Terms of Reference

CONTENTS

1. Role	3
2. Strategic Plan Alignment.....	3
3. Authority	4
4. Specific Functions	4
5. Reporting	4
6. Membership and Composition	4
7. Terms of Office	4
8. Secretariat.....	5
9. Meetings	5
10. Quorum.....	5
11. Review Date	5
12. Membership Advisory Board – Measures of Success	6
13. Committee – Diversity	6
14. Version Control	8

1. ROLE

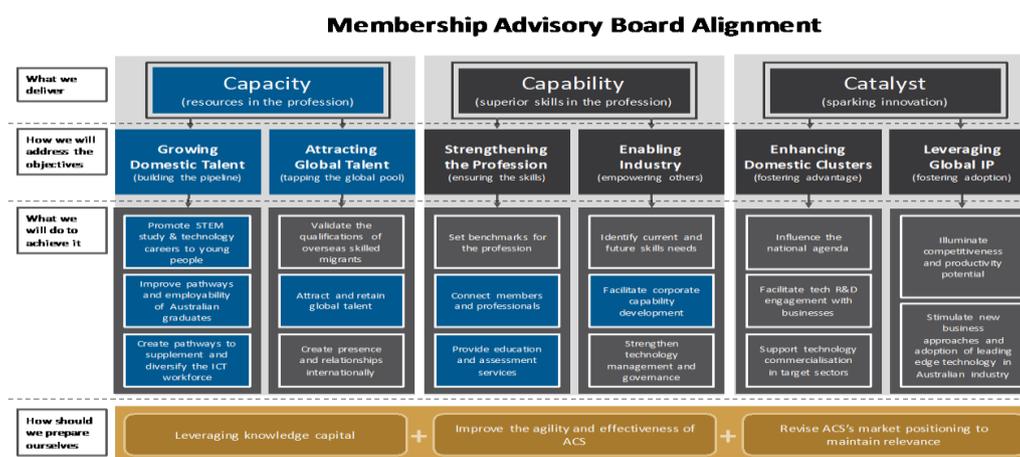
To work with National Secretariat to grow and retain ACS membership – including to:

- 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;
- Advice on professional development to enable members to achieve certification, and to enable them to maintain their certification. 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 Secretariat;
- 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.

2. STRATEGIC PLAN ALIGNMENT

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

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



3. AUTHORITY

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

3.2. The Advisory Board 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 TAB Annual Plan, within the approved budget for its portfolio of responsibilities, and subject to approval from the Management Committee.

3.3. The Advisory Board and its sub-committees has no other executive powers unless expressly delegated by Management Committee.

3.4. The Advisory Board 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

Regular reports, at least once every six months, shall be prepared and submitted to the Management Committee through the nominated Vice President. The reports are to report on the progress of the Board in achieving its outcomes and performance metrics as set out in the approved annual plan.

6. MEMBERSHIP AND COMPOSITION

6.1. The Advisory Board comprises up to 11 members:

- 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. The National Office-bearers may attend any meeting of the Advisory Board 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 Secretariat 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 the Advisory Board 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 the Advisory Board may serve more than one term consecutively, however no consecutive terms totalling more than six years.

7.4. Membership of the Advisory Board must be approved by the Management Committee on advice from the Director and the relevant Vice-President. Members may be removed from the Advisory Board at any time, notwithstanding their term, by the Management Committee.

8. SECRETARIAT

Secretariat support will be provided to the Advisory Board 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 Advisory Board meetings and also for relevant sub-committee meetings as agreed with National Secretariat.
- 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.
- Supply software licenses and any required technical support for the Advisory Board to discharge its duties.

9. MEETINGS

9.1. The Advisory Board 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 the Advisory Board 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

A quorum is one more than half of approved Advisory Board 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 January 2017 for approval by Management Committee at its first meeting in 2017.

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. MEMBERSHIP ADVISORY BOARD – MEASURES OF SUCCESS

Measures of Success

July - December 2017

- Conceptualise topics and potentials speakers to deliver a quarterly EDXN by July 31, 2017
- Member service offering gaps (including professional development) are identified and a strategy is in place to fill these gaps by November 30, 2017
- Report delivered to Management Committee outlining recommendations for optimising the organisation of ACS advisory mechanisms over the next two years by Congress in November 2017
- Contribute content to a positioning paper on partnership arrangement success criteria by December 31, 2017

January – June 2018

- Advise on new tactics that contribute to ACS member and subscriber numbers increasing by 10% on last year by June 30, 2018
- Advise on new tactics that contribute to improving retention rates by 10% on last year by June 30, 2018
- Implement NPS (Net Promotor Score) into the national member satisfaction survey process by June 30, 2018

Ongoing FY18

- Ensure the publication of four thought leadership or opinion pieces in line with the Management Committee approved strategy that contribute to an increase in positive media sentiment
- Proactive advocacy and contribution to support driving changes in at least two government policies
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums
- Deliver professional development updates to Management Committee in December 2017 and June 2018 on the work on taxonomy etc to be used for the new DBS for the virtual library classification
- Provide relevant guidance to support the enhanced research and policy capability of the Policy Committee as required

13. COMMITTEE – DIVERSITY

Role

The objective of the Diversity Board 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:

1. 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
2. Analysis and synthesis of existing data on workforce participation in the current ICT ecosystem
3. Identifying commonalities and differences across States and Territories
4. Identifying new areas of research on workforce participation factors as they arise and which impact on 2.
5. 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

6. Providing guidance for ACS to develop advocacy positions and best practice guides for organisations on diversity issues and workforce participation

Authority

The Committee has no authority other than those defined above.

Measures of Success

July - December 2017

- Deliver a costed action plan following the outcomes of the ACS Diversity Summit by July 30, 2017
- Deliver a publication plan including strategic issues that will be addresses by August 31, 2017
- Identify a plan for two or more relevant and impactful diversity initiatives for endorsement by the MAB by September 30, 2017

January – June 2018

- By June 30, 2018 provide a report to Management Committee outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee

Ongoing FY18

- Provide strategic guidance to support the NS and Branches to deliver the diversity initiatives identified in the endorsed plan
- Establish and meet new membership targets for each of the diversity initiatives identified in the endorsed plan
- Membership satisfaction with the impact of the diversity initiatives is measured and improved
- Ensure the publication of four diversity related thought leadership or opinion pieces each contributing to an increase in positive media sentiment
- Provide relevant guidance to the Policy Committee as required
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums

14. VERSION CONTROL

Authors

CEO

Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
1 January 2017	1.0	Approved from Consultants work at MC meeting of 26 October 2017	Consultant
27 May 2017	1.1	Changes to Committee composition and inclusion of Measures of Success	CEO

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				1.1

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
MAB and MC	MAB and MC Members	05/05/2017 – Uploaded to MC and MAB SharePoint communities	1.1

Custodian title & email address:	Francine.Pavkovic@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.