



Institute of Public Administration Australia (ACT Division)

Executive Assistant Series

Terms of Reference

Title

1. The name of the Executive Assistant Series is the Institute of Public Administration Australia (ACT Division) Executive Assistant Series herein after called the EA Series.

Objectives

2. The purpose of the EA Series is:

To embolden an engaged and capable cohort of Executive Assistants in public administration.

The purpose will be achieved through the following objectives:

- a. Support the Institute of Public Administration Australia (ACT Division) to promote excellence and professionalism in public administration.
- b. Provide opportunities for the professional development of Executive Assistants in public administration.
- c. Facilitate networks with Executive Assistants in public administration promoting professional relationships and the exchange of knowledge.
- d. Recognise and celebrate Executive Assistants in public administration through an Annual Awards Program.

Membership

3. The EA Series adheres to the membership guiding principles outlined in the constitution for the Institute of Public Administration (ACT Division), herein after call IPAA ACT.
4. The EA Series supports existing and potential members of the IPAA ACT in the role of Executive Assistant.

Management

5. The EA Series operates under the discretion of the IPAA ACT Council and supports the development of Executive Assistants in public administration.
6. The affairs of the EA Series shall be managed by a committee, herein after called the EA Series Committee, comprising of:
 - a. EA Series Chair
 - b. EA Series Secretariat
 - c. Up to eight general committee members

7. The committee shall control and manage the affairs of the EA Series. At all meetings of the committee, four committee members shall constitute a quorum.
8. Committee members shall serve a term of two years.

Meetings

9. Meetings shall be held every six weeks, between February and November.

Finance

10. The management of financial resources for the EA Series will be undertaken by IPAA ACT.
11. All EA Series events will be conducted and planned with breakeven analysis - cost neutral basis.

Amendment

12. This Terms of Reference may be amended by the vote of a two thirds majority of the committee members present and voting at a meeting of the EA Series Committee.