

## **FUTURE LEADERS COMMITTEE: TERMS OF REFERENCE**

The Future Leaders Committee (FLC) is a sub-committee to the Council of the Institute of Public Administration Australia (ACT Division), hereafter referred to as IPAA ACT.

### **Vision**

To develop broad and innovative perspectives to support the next generation of leaders and prepare them to lead the public sector of tomorrow.

### **Objective**

To create opportunities for emerging leaders to engage with and learn from professionals about the public sector through networking and professional development opportunities.

This objective supports the IPAA ACT mission of promoting excellence and professionalism in public administration.

### **Terms of Reference**

1. Composition of FLC:
  - a. FLC consists of the Chair, Deputy Chair and General Committee members.
  - b. Sub-committees may be convened as required.
2. Membership:
  - a. FLC members must be a current financial member of IPAA or employed by a current IPAA ACT Corporate member.
  - b. If a FLC member does not attend three consecutive meetings and does not contribute through other means (i.e. emails, web groups), they will be asked to step down from the Committee.
  - c. If FLC membership is at high capacity, others seeking to be involved may attend as observers or contribute in other ways such as helping at events or contributing their ideas through the Chair or committee members.
  - d. New members may be invited to join the committee following an Expression of Interest (EOI) process at the conclusion of each Future Leaders Program. Other interested parties may be invited to participate in the EOI process where appropriate.
  - e. Membership duration will be for a period of twelve months with the option to extend where appropriate.
3. Quorum
  - a. The minimum quorum for a meeting is six (6) members including the Chair. Meetings may proceed without a quorum, in which case decisions will be ratified out-of-session.
4. Frequency of meetings:
  - a. Meetings are held every month, or as required. Sub-committees may meet out of session if engaged in organising events and other projects.
  - b. Meetings are chaired by the elected Chair and in their absence, the Deputy Chair. The agenda is flexible and is open for all members to discuss items for consideration.
  - c. The FLC Chair is invited to attend IPAA Council meetings and provide input and comment (however they cannot vote on Council Agenda items or issues).

5. Record of meetings:
  - a. The FLC is to ensure that an agreed written record of each of their meetings is forwarded to IPAA ACT in a timely manner.
  - b. Meeting minutes will be taken on a rotational basis by Committee members.
  - c. The FLC should consider IPAA ACT's published Strategic Plan when discussing or putting forward strategic decisions.
  - d. The FLC has the resources of IPAA ACT at its disposal subject to the CEO's approval.
6. Staff Attendance:
  - a. IPAA ACT staff members may attend meetings to observe FLC discussions.
7. Manner of Conduct:
  - a. The FLC must conduct itself in a professional manner when it is representing IPAA ACT.
  - b. The FLC cannot enter into contracts of any type under the auspices of IPAA ACT.
  - c. FLC members cannot speak on behalf of IPAA ACT without endorsement of the Council.
  - d. The FLC cannot approach any organisation, or enter into any agreement with any organisation, for sponsorship or funding of any type.
8. Finance:
  - a. The FLC has no budget for events but may approach IPAA ACT for seed funding, after which events should be self-funding. The FLC program of events will break even over a 12-month period.

*\* The Terms of Reference will be reviewed every 12 months at the beginning of the calendar year, or as required.*