



Institute of Public Administration Australia (ACT Division) Young Professionals' Network Terms of Reference

Title

1. The name of the Young Professionals' Network is the Institute of Public Administration Australia (ACT Division) Young Professionals' Network herein after called the YPN.

Objectives

2. The purpose of the YPN is:

To champion the interests of young employees in the profession of public administration.

The purpose will be achieved through the following objectives:

- a. Support the Institute of Public Administration Australia (ACT Division) promoting excellence and professionalism in public administration.
- b. Provide opportunities for the professional development of young employees in the business of public administration.
- c. Develop, implement and promote events targeted at young professionals to facilitate excellence in public administration.
- d. Facilitate networks with young professionals and senior leaders to advance the profession of public administration.
- e. Increase awareness of best practice and challenges to influence future directions in public administration.

Membership

3. The YPN adheres to the membership guiding principles outlined in the constitution for the Institute of Public Administration Australia (ACT Division), herein after called IPAA ACT.
4. The YPN supports existing and potential members of the IPAA ACT under 36 years of age which can include those employed, or seeking employment, in a profession or white-collar occupation that involves or works with public administration. Young professionals can include those who are self-employed, new graduates, students and those employed in the private, public and not for profit sector.

Management

5. The YPN is a sub-committee of the IPAA ACT and operates under the discretion of the IPAA ACT council, which supports the development of young professionals and works closely with the YPN to develop young employees in the profession of public administration.

6. The affairs of the YPN shall be managed by a committee, herein after called the committee, comprising of:
 - YPN Chair (formally YPN President)
 - YPN Deputy Chair (formally YPN Vice-President)
 - YPN Secretary
 - YPN Communications Director
 - YPN Events Director
 - IPAA ACT Council Member
 - YPN Mentor
 - Up to 10 General Committee Members
 - Up to 3 Corporate Nominated Members
7. The committee shall control and manage the affairs of the YPN. At all meetings of the committee, five committee members shall constitute a quorum.
8. Calls for nomination of committee positions shall be made before 1 July in each alternate year, to be formalised at an Annual Review.
 - a. Any individual can nominate for a position on the committee, however to occupy a corporate nominated member position, a person must be nominated by a corporate member or sponsor of IPAA ACT.
 - b. Where there is more than one nomination for position:
 - i. Nominee applications will be made available to IPAA ACT members attending the Annual Review.
 - ii. Attending IPAA ACT members are allowed to exercise one vote each for a preferred nominee.
 - iii. The nominee with the most votes will be assigned to the position. In the event of a tie for votes for a position, the Chief Executive Officer of IPAA ACT will cast the deciding vote.
 - c. Results of the process shall be announced during the Annual Review.
9. Committee members shall serve a term of two years commencing on the date of the announcement of the result of the ballot for their election. Committee member shall not serve in the position of YPN President, YPN Vice-President, YPN Secretary, YPN Communications Director or YPN Events Director for more than two consecutive terms.
10. The committee shall have the power to fill vacant committee positions during its term of office. To carry a motion to fill a vacant committee position, a vote of a two thirds majority of the committee is required.
11. The committee may delegate any of its powers to sub-committees, which must comprise of at least one committee member.
12. Issues arising at committee meetings that require a vote shall be decided by the majority of the votes of members present. In the event of a tie in the votes, the President shall have the deciding vote. If the President is absent the Vice President shall have the deciding vote. If both the President and Vice President is absent, the Secretary shall have the deciding vote.
13. The committee shall have the right to declare any committee position vacant if the committee member occupying the position is absent from three consecutive meetings of the committee, without valid justification.

Annual Review Meetings

14. The Annual Review meeting of the YPN shall be held between August and October each year.
15. The business of such meeting shall include:
 - a. Reviewing the functions of the YPN in the previous year, and discussing strategies for the preceding year.
 - b. In every alternate year, the opportunity for attending members to vote for contested positions and the announcement of the outcome of the vote.

General Meetings

16. General Meetings shall be held regularly, between February and November, and within 14 days where five committee members have requested, in writing, for the Secretary to hold a meeting to consider a specific issue or issues.
17. The chair of the meeting shall be nominated by the YPN President or YPN Vice President.
18. Each member of the committee is entitled to exercise one vote at a general meeting.

Finance

19. The management of financial resources for the YPN will be undertaken by the committee, under the guidance of IPAA ACT.
20. All the activities of the YPN shall be conducted with the objective to be financially sustainable at the end of each financial year.

Amendment

21. This Terms of Reference may be amended by the vote of a two thirds majority of the committee members present and voting at a general or annual review meeting of the YPN.

Custody of Documents

22. The Secretary shall keep within the GovDex webpage a copy of all records relating to the YPN and these shall be available to IPAA ACT members upon request.