

## Terms of Reference

### Continuing Professional Development Sub-committee

The Queensland Branch sub-committees provide a means to assist the Branch Management Committee (BMC) in the development and execution of key governance responsibilities. The sub-committees' purpose and functions support and align with key AASW documents including National and Branch Strategic Plans, the Code of Ethics, Practice Standards, the Reconciliation Action Plan, The Constitution and the By-Laws. The sub-committees are supported by, and work with, the Branch Manager in meeting its purpose and functions.

#### Purpose and Functions

The purpose and function of the CPD sub-committee is to provide leadership, set the direction, and ensure the quality of the Queensland Branch CPD programme.

Specifically the CPD sub-committee aims to:

- Develop an annual Branch CPD programme that provides opportunities for members, across the career spectrum, to develop, improve and broaden their skills, knowledge and expertise.
- Develop strategies to provide improved access to CPD opportunities for members in regional, rural and remote areas.
- Promote and encourage AASW members to be an accredited social worker.
- Ensure the Branch CPD programme is responsive to new knowledge needs as identified by members
- Monitors and evaluates the performance of the Branch CPD program
- Contribute to the AASW Queensland Branch strategic planning as required

#### Resourcing

- Queensland Branch sub-committee business is funded through the Queensland Branch budget. Funding for these sub-committee activities are determined and approved by the BMC during the annual budget planning cycle.
- Sub-committees will liaise with the branch office to arrange access to video and teleconferencing resources to facilitate communication amongst members
- Sub-committees will liaise with the branch office to arrange periodic notices and updates e.g. through the website, facebook page and e-news bulletins.

#### Membership

Pursuant to the Australian Association of Social Workers Bylaws:

- Membership of the Sub-Committee will be open to all Queensland Branch members.
- The CPD Sub-Committee is facilitated by two co-convenors at least one of whom must be a member of the BMC
- All sub-committee convenors must be approved by the full BMC.
- The sub-committee membership term is 12 months with opportunity to roll-over the term when the BMC review sub-committee functioning and terms of reference.
- The membership of the sub-committee must not exceed eight.

#### Meetings

- The CPD sub-committee is required to meet at least four times per year
- Meetings can be facilitated through face to face, phone or video conferencing
- The CPD sub-committee will attempt to engage and support membership from across the Queensland Branch geographic region.
- Sub-committee members are expected to attend a minimum of 3 meetings

## Reporting Requirements

---

The AASW (QLD) Branch CPD sub-committee will;

- Distribute meeting minutes to members within one week of each meeting
- Provide copies of meeting minutes to the Branch Manager
- Provide a report to the Branch Manager seven working days prior to BMC face to face meetings for distribution to BMC members five days before BMC face to face meetings
- Provide an annual report to be included in the annual Branch Year in Review for members
- Seek prior approval from the BMC for any public activity, publication or statement
- Report any significant deliberations and decisions to the BMC in a timely manner (this may include outside of scheduled BMC meetings)
- Record conflicts of interest as they arise
- Report any concerns about the sub-committee operations to the Branch President

## Evaluation and review

---

The BMC will review the sub-committee's terms of reference, leadership and membership during its strategic planning process.

---

## Terms of Reference for the AASW (QLD) Social Policy sub-committee

The Queensland Branch sub-committees provide a means to assist the Branch Management Committee (BMC) in the development and execution of key governance responsibilities. The sub-committees' purpose and functions support and align with key AASW documents including National and Branch Strategic Plans, the Code of Ethics, Practice Standards, the Reconciliation Action Plan, The Constitution and the By-Laws. The sub-committees are supported by, and work with, the Branch Manager in meeting its purpose and functions.

### Purpose and Functions

---

The AASW Queensland BMC is committed to having a strong a voice representing a social work perspective, which is critical to ensure holistic and comprehensive policy development in relation to a range of human services areas.

The purpose of the sub-committee is to:

- Provide a strong social work perspective on social policy issues, to represent our members and the people we serve.
- To influence and support policy development from a social work professional framework.
- To address important areas of policy, legislation and reviews that advocates for social justice and human rights.

*Specifically the Social Policy sub-committee will:*

- Advocate/lobby for the role of social work on behalf of the social work profession
- Prioritise, develop, and advocate about particular social policy issues relevant to the social work profession
- Provide a forum for members and non-members to engage and contribute to social policy responses
- Identify key areas of focus on an annual basis
- Contribute to Queensland Branch strategic planning as required

### Criteria for AASW Queensland engagement in social policy activities

---

The following criteria will be used to assist in the decision making.

- The subject matter is one that social work plays a key role in
- The subject matter is one that social workers have particular expertise.
- A submission would highlight and promote the expertise and role of social work. This then links with increasing the profile of social work in our community.
- The subject matter has particularly important implications for client groups/areas that social workers are engaged with, for example social justice and human rights issues.
- Responding to the subject matter has strategic benefits for the Association.
- The area of interest has strong connections with the key values, philosophy and strategic areas of interest of the Association, either branch or national.

### Resourcing

---

- Queensland Branch sub-committee business is funded through the Queensland Branch budget. Funding for these sub-committee activities are determined and approved by the BMC during the annual budget planning cycle.
- Sub-committees will liaise with the branch office to arrange access to video and teleconferencing resources to facilitate communication amongst members

- Sub-committees will liaise with the branch office to arrange periodic notices and updates e.g. through the website, facebook page and e-news bulletins.

## Membership

---

- Membership of the social policy sub-committee is open to all AASW Queensland Branch members.
- The sub-committee is facilitated by two co-convenors at least one of whom must be a member of the BMC.
- All sub-committee convenors must be approved by the full BMC.
- The sub-committee membership term is 12 months with opportunity to roll-over the term when the BMC review sub-committee functioning and terms of reference.
- The membership of the sub-committee must not exceed eight.
- A pool of social workers<sup>1</sup> who express interest in contributing to the social policy sub-committee will be developed via an annual call for expressions of interest. The names of these social workers along with their areas of interest will be maintained by the social policy sub-committee and updated on an annual basis. The contributions of members and non-members will not be restricted to this pool, with any submission being promoted through the Newsletter and/or facebook to ensure inclusivity.
- Membership of the social policy sub-committee pool of social workers can include non-members.

## Meetings

---

- Sub-committees are required to meet at least four times per year
- Sub-committee members are expected to attend a minimum of 3 meetings
- Meetings can be facilitated through face to face, phone or video conferencing
- sub-committees will attempt to engage and support membership from across the Queensland Branch geographic region

## Reporting requirements

---

The AASW (QLD) Social Policy sub-committee will;

- Distribute meeting minutes to members within one week of each meeting
- Provide copies of meeting minutes to the Branch Manager
- Provide a report to the Branch Manager seven working days prior to BMC face to face meetings for distribution to BMC members five days before BMC face to face meetings
- Provide an annual report to be included in the annual Branch Year in Review for members
- Seek prior approval from the BMC for any public activity, publication or statement
- Report any significant deliberations and decisions to the BMC in a timely manner (this may include outside of scheduled BMC meetings)
- Record conflicts of interest as they arise
- Report any concerns about the sub-committee operations to the Branch President

## Evaluation and review

---

The BMC will review the sub-committee's terms of reference, leadership and membership during its strategic planning process.

---

<sup>1</sup> This pool will provide opportunities for social workers who have expressed interest in contributing to social policy to participate. Key areas of interest and knowledge will be identified so that the social policy sub-committee can draw on them to respond to requests for input urgently.

## **Terms of Reference for the AASW (QLD) Practice and Special Interest Groups sub-committee**

The Queensland Branch sub-committees provide a means to assist the Branch Management Committee (BMC) in the development and execution of key governance responsibilities. The sub-committees' purpose and functions support and align with key AASW documents including National and Branch Strategic Plans, the Code of Ethics, Practice Standards, the Reconciliation Action Plan, The Constitution and the By-Laws. The sub-committees are supported by, and work with, the Branch Manager in meeting its purpose and functions.

### **Purpose and Functions**

The purpose and function of the Practice and Special Interest Group sub-committee is to develop and support special interest groups and Branch Practice Groups.

Specifically, the Practice and Special Interest Group sub-committee aims to:

- Work collaboratively alongside existing practice groups, particularly Practice Group Convenors, to provide support and a connection point to the Branch Management Committee
- To hold periodic meetings with Practice Group Convenors for the purposes of ensuring close connection with the Branch, leadership development, training, and skills sharing.
- Support and encourage the development and establishment of new practice groups where members identify a need or desire for this
- To facilitate periodic evaluations of Branch Practice Groups per the requirements under the ByLaws.
- ensure AASW Queensland Branch by-laws and other procedural requirements are being met.
- To contribute to the AASW Queensland Branch strategic planning as required

### **Resourcing**

- The Queensland Branch Practice and Special Interest Group sub-committee sub-committee business is funded through the Queensland Branch budget. Funding for these sub-committee activities are determined and approved by the BMC during the annual budget planning cycle.
- Sub-committees will liaise with the branch office to arrange access to video and teleconferencing resources to facilitate communication amongst members
- Sub-committees will liaise with the branch office to arrange periodic notices and updates e.g. through the website, facebook page and e-news bulletins.

### **Membership**

- Membership of the Practice and Special Interest Group sub-committee is open to all AASW Queensland Branch members
- The sub-committee is facilitated by two co-convenors at least one of whom must be a member of the BMC.
- All sub-committee convenors must be approved by the full BMC.
- The sub-committee membership term is 12 months with opportunity to roll-over the term when the BMC review sub-committee functioning and terms of reference.
- The membership of the sub-committee must not exceed eight.

### **Meetings**

- The Practice and Special Interest Group sub-committee is required to meet at least four times per year
- Meetings can be facilitated through face to face, phone or video conferencing

- Sub-committees will attempt to engage and support membership from across the Queensland Branch geographic region
- Sub-committee members are expected to attend a minimum of 3 meetings

### Reporting Requirements

---

- Distribute meeting minutes to members within one week of each meeting
- Provide copies of meeting minutes to the Branch Manager
- Provide a report to the Branch Manager seven working days prior to BMC face to face meetings for distribution to BMC members five days before BMC face to face meetings
- Provide an annual report to be included in the annual Branch Year in Review for members
- Seek prior approval from the BMC for any public activity, publication or statement
- Report any significant deliberations and decisions to the BMC in a timely manner (this may include outside of scheduled BMC meetings)
- Record conflicts of interest as they arise
- Report any concerns about the sub-committee operations to the Branch President

### Evaluation and review

---

The BMC will review the sub-committee's terms of reference, leadership and membership during its strategic planning process.

---

## Terms of Reference for the AASW (QLD) Membership Promotion sub-committee

The Queensland Branch sub-committees provide a means to assist the Branch Management Committee (BMC) in the development and execution of key governance responsibilities. The sub-committees' purpose and functions support and align with key AASW documents including National and Branch Strategic Plans, the Code of Ethics, Practice Standards, the Reconciliation Action Plan, The Constitution and the By-Laws. The sub-committees are supported by, and work with, the Branch Manager in meeting its purpose and functions.

### Purpose and Functions

---

The AASW Queensland Branch is committed to retaining its current membership and growing the membership of the Branch. The Branch identifies the importance of membership and its role in supporting the Social Work profession, promoting quality Social Work practice, maintaining high standards, ethical practice and ongoing professional development. The Branch further acknowledges that membership enables Social Workers the opportunity to work collectively to improve social well-being and strive for social justice<sup>1</sup>. To achieve this the purpose of the membership portfolio is to plan and implement (with BMC approval) strategies for membership promotion for the Branch and demonstrate value for membership.

Specifically the sub-committee will:

- Promote the benefits of membership to Queensland Social Workers including students, new graduates, current practitioners, semi-retired, retired and rural and remote members
- Support members to enhanced access to the Queensland Branch
- Encourage accredited member status to Social Workers eligible for membership to the Queensland branch
- Enhance relationships and build stronger connections with rural and remote members
- Enhance the relationships and build stronger connections with rural and remote members.
- Support the use of various communication methods to engage with the Branch members and to communicate opportunities to become involved in Branch activities.

### Resourcing

---

- Queensland Branch sub-committee business is funded through the Queensland Branch budget. Funding for these sub-committee activities are determined and approved by the BMC during the annual budget planning cycle.
- Sub-committees will liaise with the branch office to arrange access to video and teleconferencing resources to facilitate communication amongst members
- Sub-committees will liaise with the branch office to arrange periodic notices and updates e.g. through the website, facebook page and e-news bulletins.

### Membership

---

- Membership of the Membership Promotion sub-committee is open to all AASW Queensland Branch members
- The sub-committee is facilitated by two co-convenors at least one of whom must be a member of the BMC.
- All sub-committee convenors must be approved by the full BMC.
- The sub-committee membership term is 12 months with opportunity to roll-over the term when the BMC review sub-committee functioning and terms of reference.

- The membership of the sub-committee must not exceed eight.

### Meetings

---

- The Membership Promotion sub-committee is required to meet at least four times per year
- Meetings can be facilitated through face to face, phone or video conferencing
- sub-committees will attempt to engage and support membership from across the Queensland Branch geographic region
- Sub-committee members are expected to attend a minimum of 3 meetings

### Reporting requirements

---

The Membership Promotion sub-committee will -

- Distribute meeting minutes to members within one week of each meeting
- Provide copies of meeting minutes to the Branch Manager
- Provide a report to the Branch Manager seven working days prior to BMC face to face meetings for distribution to BMC members five days before BMC face to face meetings
- Provide an annual report to be included in the annual Branch Year in Review for members
- Seek prior approval from the BMC for any public activity, publication or statement
- Report any significant deliberations and decisions to the BMC in a timely manner (this may include outside of scheduled BMC meetings)
- Record conflicts of interest as they arise
- Report any concerns about the sub-committee operations to the Branch President

### Evaluation and review

---

The BMC will review the sub-committee's terms of reference, leadership and membership during its strategic planning process.

---

## Terms of Reference for the AASW (QLD) Reconciliation Action Plan sub-committee

The Queensland Branch sub-committees provide a means to assist the Branch Management Committee (BMC) in the development and execution of key governance responsibilities. The sub-committees' purpose and functions support and align with key AASW documents including National and Branch Strategic Plans, the Code of Ethics, Practice Standards, the Reconciliation Action Plan, The Constitution and the By-Laws. The sub-committees are supported by, and work with, the Branch Manager in meeting its purpose and functions.

### Purpose and Functions

---

The AASW Queensland BMC respectfully acknowledges Aboriginal and Torres Strait Islander peoples as the first Australians, and pays its respects to elders past and present. We are committed to working in partnership with Aboriginal and Torres Strait Islander social workers and communities to achieve our vision for reconciliation.

The purpose of the sub-committee is to ensure that the Reconciliation Action Plan of the AASW is embedded, executed and adhered to by all levels of the AASW QLD Branch.

Specifically, the sub-committee aims to;

- Develop meaningful relationships with Aboriginal and Torres Strait Islander peoples, communities and social workers
- Promote culturally competent, safe and sensitive practice
- Promote opportunities for leadership positions within the AASW QLD Branch and the profession
- Provide consistent feedback to Branch members regarding the work of the sub-committee.
- Advocate for the importance of social workers becoming better informed about working with First Australians
- Provide a forum for members to engage and contribute to the development of the goals of the AASW RAP
- Liaising with the National Board and Executive around the RAP
- Identify areas of focus for the sub-committee and the broader Branch Management Committee as part of Branch strategic planning.

### Resourcing

---

- Queensland Branch sub-committee business is funded through the Queensland Branch budget. Funding for these sub-committee activities are determined and approved by the BMC during the annual budget planning cycle.
- Sub-committees will liaise with the branch office to arrange access to video and teleconferencing resources to facilitate communication amongst members
- Sub-committees will liaise with the branch office to arrange periodic notices and updates e.g. through the website, facebook page and e-news bulletins.

### Membership

---

Pursuant to the Australian Association of Social Workers Bylaws:

- Membership of the Reconciliation Action Plan sub-committee is open to all AASW Queensland Branch members- *[G&L SC Excepted]*.
- The sub-committee is facilitated by two co-convenors at least one of whom must be a member of the BMC.
- All sub-committee convenors must be approved by the full BMC.

- The sub-committee membership term is 12 months with opportunity to roll-over the term when the BMC review sub-committee functioning and terms of reference.
- The membership of the sub-committee must not exceed eight.
- There is at least one identified co-convenor and one identified general member of the sub-committee.
- The sub-committee is committed to strive for an identified membership component.

### Meetings

---

- Sub-committees are required to meet at least four times per year
- Meetings can be facilitated through face to face, phone or video conferencing
- sub-committees will attempt to engage and support membership from across the Queensland Branch geographic region
- Sub-committee members are expected to attend a minimum of 3 meetings

### Reporting requirements

---

The AASW (QLD) Reconciliation Action Plan sub-committee will -

- Distribute meeting minutes to members within one week of each meeting
- Provide copies of meeting minutes to the Branch Manager
- Provide a report to the Branch Manager seven working days prior to BMC face to face meetings for distribution to BMC members five days before BMC face to face meetings
- Provide an annual report to be included in the annual Branch Year in Review for members
- Seek prior approval from the BMC for any public activity, publication or statement
- Report any significant deliberations and decisions to the BMC in a timely manner (this may include outside of scheduled BMC meetings)
- Record conflicts of interest as they arise
- Report any concerns about the sub-committee operations to the Branch President

### Evaluation and review

---

The BMC will review the sub-committee's terms of reference, leadership and membership during its strategic planning process.

---