

Terms of Reference for the AASW (QLD) Practice 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.
