

Terms of Reference for the AASW (QLD) First Nations and Allies 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 Service Co-ordinator 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 First Nations and Allies 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) First Nations and Allies sub-committee will -

- Distribute meeting minutes to members within one week of each meeting
- Provide copies of meeting minutes to the Branch Service Co-ordinator
- Provide a report to the Branch Service Co-ordinator 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.
