

Terms of Reference for the AASW (QLD) Continuing Professional Development and Membership Engagement 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 Services Coordinator in meeting its purpose and functions.

Purpose and Functions

The purpose and function of the CPD and Membership Engagement sub-committee is to provide leadership, set the direction, and ensure the quality of activities contributing to and supporting member Continuing Professional Development (CPD) under category three and membership engagement activities delivered by the QLD Branch. This includes identifying and implementing strategies for membership promotion.

The CPD and Membership Engagement sub-committee aims to:

- Develop a responsive, accessible and relevant annual Branch CPD program of professional networking events. These events provide opportunities for members, across the career spectrum, to develop, improve and broaden their skills, knowledge and expertise and support their annual CPD plans
- Develop the professional identity and networks of social workers through professional networking events, and other activities delivered by other sub-committees
- Advertise other AASW CPD and membership engagement activities through multiple platforms
- Enhance relationships and build stronger connections with rural and remote members through improved access to CPD opportunities for members in regional, rural and remotes areas
- Promote the benefits of membership, encourage AASW members to become an accredited social worker and promote credentialing and mentoring
- Monitor and evaluate 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 bulletin

Membership

Pursuant to the Australian Association of Social Workers Bylaws:

- Membership of the sub-committee will be open to all 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 reviews sub-committee functioning and terms of reference
- The membership of the sub-committee must not exceed eight

Meetings

- The 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 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 and Membership Engagement sub-committee will;

- Distribute meeting minutes to members within two weeks of each meeting
- Provide copies of meeting minutes to the Branch Services Coordinator
- Provide a report to the Branch Service Coordinator 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 Members Meeting
- 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.
