



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: TECHNICAL REFERENCE GROUP COMMITTEE

Program Area: Industry Committee

Staff Liaison: Operations Manager

Purpose of the Technical Reference Group Committee

The purpose of the Technical Reference Group Committee is to:

- Offer support and assistance for specific Board of Directors and/or Technical Reference Group Committee agenda items, projects or topics as required.

Committee Structure

The Technical Reference Group Committee structure is defined.

1. The Technical Reference Group Committee consists of:
 - a. Chairperson (appointed by the Directors).
 - b. One representative from each State and Territory of Australia representing a cross section of level of qualifications.
 - c. One Director (non-voting).
 - d. Staff Liaison (non-voting).
2. The Technical Reference Group Committee members should, ideally, represent a good geographical distribution across Australia.
3. The process to appoint a committee member is:
 - a. Members with known expertise will be invited to form part of a working group directly by the Operations Manager.
 - b. Self-nomination called by the Operations Manager.

Work Plan

1. To be established at the discretion of the Arboriculture Australia Board of Directors and/or committee requiring the Technical Reference Group Committee support and assistance.

Meetings

Meetings will be specified as per the need to receive/resolve Board of Directors and/or Technical Reference Group Committee item/project/topic requirements.

Budget

The budget for the Technical Reference Group Committee will be set by the Board of Directors and the Chair of the Finance Committee as required.

Policies

1. All committee members must be a current financial member of Arboriculture Australia while serving on the committee.
2. All external correspondence sent from a committee member must be placed on Arboriculture Australia letterhead and approved by the Operations Manager before being distributed.
3. Committee members shall disclose any potential conflict of interest. Members are required to sign the Arboriculture Australia conflict of interest declaration.
4. Committee members shall sign the Arboriculture Australia confidentiality agreement each year.
5. Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
6. Terms of office are concluded on 31 December, in the year of expiry of their term.

7. A committee member who misses two consecutive meetings without explanation may be removed from the committee.
8. The committee Chair is responsible to keep the Operations Manager informed of any changes to the committee members.
9. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.
10. All documents will be in Microsoft Office format.
11. The committee member must use an email address that is not accessible to any other person.
12. At no time is the committee to purchase or consume alcohol at the association's expense.
13. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.
14. A reimbursement for any financial expenditure, in line with the approved budget made by a committee member, must be submitted to the Operations Manager for processing. The Operations Manager can approve claims up to \$500.00. For claims above \$500.00 to \$1,000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1,000.00 must be approved by a Director and the Treasurer.

Consensus decision making

The Technical Reference Group Committee will function by consensus decision making. The committee recognises the following categories of consensus:

1. Strongly agree.
2. Agree.
3. Agreement, with some concerns as expressed to the committee.
4. Not in agreement, but willing to accept the consensus of the committee.
5. Not in agreement, and unwilling to accept the committee consensus.



Where a decision by consensus is not possible, a vote will be taken and the majority rules in the presence of a quorum. A quorum shall consist of greater than 50 percent of the committee members. The Technical Reference Group Committee Chair shall cast the deciding vote in any case of a tie.

The Technical Reference Group Committee Chair will ensure via the staff liaison that minutes are accurately recorded and distributed to committee members in a timely fashion. All minutes are to be filed at the Arboriculture Australia administration office.

Reference Documents – Internal and External

The Technical Reference Group Committee shall refer to the following reference documents:

- Arboriculture Australia Strategic Plan.
- Conflict of Interest Declaration.
- Confidentiality Agreement.