



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: WOMEN IN ARBORICULTURE COMMITTEE

Program Area: Industry Committee

Staff Liaison: Operations Manager

Purpose of the Women in Arboriculture Committee

The purpose of the Women in Arboriculture Committee is to:

- Promote, develop and provide support to women working within the arboriculture industry.

Committee Structure

The Women in Arboriculture Committee structure is defined.

1. The Women in Arboriculture Committee Chair is appointed by the Arboriculture Australia Board. The Chair can serve for a period of two (2) years. The Chair may be re-appointed consecutively, up to three times only.
2. Committee member's terms are for two (2) years; a committee member, other than the Chair, may serve for up to three (3) consecutive terms.
3. The Women in Arboriculture Committee consists of:
 - a. Chairperson (appointed by the Directors).
 - b. Five (5) female members.
 - c. One Director (non-voting).
 - d. Staff Liaison (non-voting).
4. The Women in Arboriculture Committee members should, ideally, represent a good geographical distribution across Australia.

5. The process to appoint a committee member is:
 - a. A committee invitation form will be sent out from the Arboriculture Australia administration office to the members, seeking nominations for and vacant committee position/s.
 - b. The Chair will review and select committee members from the nominations received.
 - c. The Chair will put forward the committee list to the Board for final approval.

Work Plan

The Women in Arboriculture Committee will develop an annual work plan at the last meeting of the year, for the next succeeding year, based on the Arboriculture Australia Strategic Plan that meets the following minimum key requirements:

1. Set a meeting schedule and strategic plan annually to outline the committee's goals and objectives.

Affiliated Committees

At times, the Women in Arboriculture Committee will need to work closely with other Arboriculture Australia committees.

This Women in Arboriculture Committee will need to ensure that there are open communication channels to liaise with, and work in close collaboration with:

1. Finance Committee.
2. Membership, Communications and Marketing Committee.

Meetings

The Women in Arboriculture Committee will have at least three committee meetings via conference calls per year. Conference calls are to be scheduled, as appropriate, to meet the objectives of the committee. Other business will be conducted via email.

Budget

The Women in Arboriculture Committee Chair will provide a comprehensive budget for the following financial (calendar) year to the Finance Committee by 01 July each year. The Finance Committee will present the budget to the Board for approval.

The Women in Arboriculture Committee budget should include costs such as:

- Airfares and accommodation.
- Room hire.
- Catering.
- Teleconferences.

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 Women in Arboriculture 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 Women in Arboriculture Committee Chair shall cast the deciding vote in any case of a tie.

The Women in Arboriculture 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 Women in Arboriculture Committee shall refer to the following reference documents:

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