



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: AUSTRALIAN CAPITAL TREE COMMUNITY COMMITTEE (ACTC)

Program Area: Industry Committee

Staff Liaison: Operations Manager

Purpose of the ACTC Committee

The purpose of the ACTC Committee is to:

- Promote the industry and related issues within its geographical area.

Committee Structure

The ACTC Committee structure is defined.

1. The ACTC 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 (3) 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 Committee consists of -
 - a. A Chairperson (appointed by the Directors);
 - b. Four representatives from the membership base
 - c. One Director (non-voting)
 - d. Staff Liaison (non-voting).
4. 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 to seek nominations for positions vacant.
 - b. The ACTC Chair will review and select committee members from the nominations received.

- c. The ACTC Chair will put forward the committee list to the Board for final approval.

Work Plan

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

1. To set a meeting schedule and strategic plan annually to outline the committee's goals and objectives.
2. To organise and facilitate a Tree Climbing Championship annually to determine the entry for five males and three female competitors into the Australian Tree Climbing Championship™.
3. To present a detailed budget for the annual ACTC Climbing Championship
4. To record all meeting agendas and minutes and send to the Arboriculture Australia administration office for filing.

Affiliated Committees

At times, the ACTC Committee will need to work closely with other Arboriculture Australia Committees.

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

- Tree Climbing Committee.
- Finance Committee.
- Membership, Communications and Marketing Committee.
- WH&S Committee.
- Education Committee.

Meetings

The ACTC Committee will have at least three (3) committee meetings via conference calls per year. Conference calls are to be scheduled; as appropriate, to meet the objectives of this committee. Other business will be conducted via email.

Budget

The ACTC Chair will provide a comprehensive budget to the Finance Committee Chair by June 1 each year. The Finance Committee Chair will present the budget to the Board for approval.

The budget should include all costs such as:

- Three (3) teleconferences per annum
- Additional teleconference calls

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 letter head 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. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.
9. All documents will be in Microsoft Office format.
10. The committee member must use an email address that is not accessible to any other person.
11. At no time is the committee to purchase or consume alcohol at the association's expense.



12. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.
13. 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 \$1000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1000.00 must be approved by a Director and the Treasurer.

Consensus decision making

The ACTC 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. Quorum shall consist of greater than 50 percent of the committee members. The ACTC Committee Chair shall cast the deciding vote in case of a tie.

The ACTC 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

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