



Terms of Reference Families ACT Advisory Council

1. Establishment

The Families ACT Advisory Council was established at the AGM in October 2012. The Council will report to the Board of Families ACT.

2. Role

The role of the Council is to:

- Represent the interests of members of Families ACT;
- Work with the Executive Officer to identify and prioritise policy related issues for the Board's consideration;
- Provide advice to inform the Board's decision making;
- Work with the Board and Executive Officer to ensure members are informed and consulted about decisions.

3. Membership

The Council will comprise up to 9 members, who will be elected at the AGM, and the Executive Officer who will be ex-officio. Members will be elected for a two year term of office. At each meeting the Council will nominate one of its members to attend Board meetings.

4. Chair

The Executive Officer will chair meetings of the Council.

5. Secretariat

The Executive Officer of Families ACT will provide secretariat services to the Council, including preparing agendas and minutes and ensuring information flow to Council members.

8. Meetings

Meetings will be held bi-monthly. Additional meetings may be called by any member of the Council.

9. Agendas

Agendas and relevant documentation will be distributed a minimum of a week before meetings. There will be a standing items on the agenda for the Council to receive information from Board meetings and provide feedback to the Board.

10. Communication between the Council and Board

The Council representative at Board meetings will act as a conduit between the Advisory Council and the Board, both taking matters to the Board for consideration and ensuring information about Board's decisions are fed back to the Council.

11. Attendance at meetings

Members are expected to provide an apology in advance if they cannot attend a meeting.

If members anticipate difficulty in attending a number of successive meetings they may nominate a temporary or permanent replacement from within their organisation or the sector more broadly.