



Australasian Association of Philosophy

aap.org.au

EXECUTIVE COMMITTEE CHARTER

Charter	Executive	Version	005
Responsible person	CEO	Scheduled review date	June 2024

PURPOSE OF CHARTER

The Executive Committee Charter sets out the role, composition and responsibilities of the Executive Committee. The Executive Committee is a committee of the Board.

PURPOSE OF THE EXECUTIVE COMMITTEE

The Executive Committee's role is to manage and administer the day-to-day operations of the AAP, by facilitating the work of the Operating Committees to ensure the AAP achieves its objects as outlined in the Constitution. It determines matters, or makes recommendations to the Chief Executive Officer (CEO) and to the Board, regarding the direction and operations of the AAP. Individually and as a committee, they lead, direct, coordinate and control the operations and performance and manage the Association in accordance with the policies, strategy and plans approved by the Board.

Relationship between the Board and the Executive

The relationship between the Executive and the Board is a partnership that is crucial to the Association's long-term success.

The Board gives direction and exercises judgement in setting the Association's objectives and overseeing their implementation. The Board is also responsible for supporting and facilitating the Executive Committee in its management role. The CEO, together with the other members of the Executive Committee, is responsible to the Board for the day-to-day management of the Association and advancing its strategic direction. The CEO must report to the Board in a timely manner on all

relevant operational matters and any other matter that is likely to be considered material.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The principal responsibilities of the Executive Committee include:

- Making decisions, or recommendations, regarding AAP's involvement in relevant work programs and initiatives that facilitate the promotion and support of philosophy in Australasia;
- Making decisions, or recommendations, regarding the organisational structure. This includes both employed staff as well as the nature and structure of Operating Committees and Working Parties;
- Serving as a sounding board for Operating Committees and Working Parties on emerging issues, problems and initiatives;
- Openly discussing all matters that may affect the operations of AAP, its reputation and make decisions in the best interest of the Association;
- Managing Relationships with other Organisations, including:
 - Maintaining relationships with international Philosophical Associations (e.g. APA, BPA, FISP);
 - Maintaining relationships with national and regional Philosophical Associations (e.g. ASCP);
 - Maintaining relationships with other relevant organisations (e.g. FAPSA); and
 - Building relationships with government and corporate sector.
- Contributing to the development of the Strategic Plan through consultation with Board via the CEO
- Developing, reviewing, endorsing and recommending to the Board the annual Operating Plan and budget
- Developing, reviewing, endorsing and recommending policies and procedures to enable the effective and efficient running of the Association, including:
 - Financial strategies to ensure the financial sustainability of AAP through effective use of resources;
 - Changes to the Delegations and Authorities Framework; and
 - Processes to systematically identify and manage strategic and operational risks and opportunities.
- Providing a forum for the communication of directions and queries from the Board or any committee of the Board;
- Reporting performance in an accurate and transparent manner and ensure processes support the accountability of AAP; and
- Promote and endorse AAP's Values in all aspects that affect operations.

COMPOSITION OF THE EXECUTIVE COMMITTEE

The Executive Committee will comprise of the Chief Executive Officer (CEO), the General Manager (GM), the Regional Executive Directors for each Executive Region – Australia, New Zealand and Singapore, and Executive Liaison Officers to the Operating Committees.

Appointments to the Executive Committee:

As per the Board Charter, the CEO is a Director and hence an elected member of the Board. The Regional Director(s) and Executive Liaison Officers are appointed by the Board on the recommendation of the CEO.

The General Manager is a paid position of the Association and has responsibilities outside their role on the Executive. They are recruited and selected by the Executive Team.

Responsibilities of Executive Team Members

As per the Board Charter, responsibilities of the Chief Executive Officer (CEO) include:

- Overseeing the operations of the Association;
- Implementing plans;
- Deciding or guiding courses of action in operations by staff and committees;
- Formulating policies and planning recommendations to the Board;
- Supporting the operations and administration of the Board by advising and informing Board members;
- Acting as an interface between the Board, staff and committees;
- Assuring the organization and its mission and programs are consistently presented in strong, positive terms to relevant stakeholders;
- Effectively managing the human resources, including committee members, according to authorized policies and procedures that fully conform to current laws and regulations; and
- Serving as Chair of the Executive Committee.

Responsibilities of the Committee Secretary

- Keeping and presenting the minutes of Executive Committee;
- Working with the CEO on the preparation of the agenda for Executive Committee meetings;
- Handling any non-routine enquiries from members and others;
- Writing correspondence to various bodies as may from time to time be requested by the Executive Committee; and

Note: The General Manager or their designate will act as the Committee Secretary.

Responsibilities of the Regional Directors

- Attending quarterly meetings of the Heads network;
- Reporting on matters concerning their Region on a regular basis to the Executive Committee meetings and to the Heads network;
- Monitoring their regional sector (Government, Public Service Departments, Granting Agencies etc.);
- Developing and sustaining relationships with relevant HASS bodies (Academies, Deans' Associations etc.);
- Providing advice to the Executive on whether AAP submissions or actions relevant to their Region are warranted;
- Drafting or organising submissions and responses to higher education sector issues as

- appropriate on the recommendation of the Executive; and
- Providing the General Manager with appropriate information and documentation on Regional concerns and activities.

Responsibilities of the Executive Liaison Officers

- Attending the quarterly General Operating Committees meetings;
- Being a point of contact for their committees, providing advice and reporting back to the Executive;
- Providing feedback to their Operating Committees arising from Executive Committee meetings;
- Monitoring the Operational Plan and following up with their committees with respect to progress against the Operational Plan; and
- Providing the General Manager with appropriate information and documentation of committee concerns and activities.

OPERATING COMMITTEES

The Executive is responsible for determining which Operating Committees exist in the Association. It may establish or disestablish any Operating Committee after such a review. Each Operating committee should have a Terms of Reference setting out its role, composition, powers, responsibilities and any other relevant matters. The Executive is responsible for regularly reviewing the Operating Committees Charter and individual committee Terms of Reference. In addition, each Operating Committee will be assigned an Executive Liaison Officer.

Operating Committee Administration

Convenor: Each Operating Committee should have a Convenor who serves as the Committee Chair. Convenors of Operating Committees will be appointed by the Executive.

Committee powers: Any decision-making power delegated to an Operating Committee must be specified by the Executive and be within the delegations levels given to the Executive by the Board.

Reporting to the Executive: Each Operating Committee should prepare a report for circulation prior to the quarterly General Operating Committee meetings. The report should conform to the template circulated by the General Manager. In addition, each Committee should report to the Executive on specific issues as and when required under its charter. See the AAP webpage for a list of Operating Committees: <https://aap.org.au/About/Committees>.

See the Operating Committees Charter for further information about the role, composition and responsibilities of Operating Committees.

EXECUTIVE COMMITTEE MEETINGS

Executive Committee Calendar

The Executive should meet at least six times a year. Typically all meetings will be held via video conference. Urgent decisions, where it is not practical to convene a meeting, may be made by resolution circulated in writing.

Executive Team Papers

Papers need to be provided in advance

- Executive and Committee papers should be provided to Executive Committee members sufficiently far in advance of scheduled meetings to permit adequate preparation.
- Agendas should be settled by the CEO in conjunction with the General Manager and should allow for a discussion period.

Minutes of meetings should be maintained. It is not necessary for them to be made generally accessible to members.

Conflicts

An Executive team member must not take improper advantage of their position as a member of the Executive. A member must inform the Executive or the CEO as soon as they are aware of any conflict or potential conflict of interest which they may have in relation to any particular item of business. Unless decided otherwise by the other members of the Executive, the member should be absent from discussion and decision on that matter. All conflicts of interest should be recorded in the minutes of the meeting.

EXECUTIVE COMMITTEE PERFORMANCE

Performance evaluation

The Executive Committee will undertake an annual performance evaluation that:

- Reviews the performance of the Executive Committee against the requirements of this Charter;
- Reviews the performance of the Operating Committees against the annual Operating Plan and requirements of their respective Terms of References; and
- Looks for opportunities for continuous improvement.

Briefing new members

On appointment to the Executive, members should be provided with the Induction handbook which explains the structure and activities of the Association and a link to Governing Documents, including this Charter. Upon appointment, members will also be provided with access to relevant parts of the AAP webpage and meeting agendas, including the Operating Plan and budget.

DOCUMENT VERSION History

Amendments

Version #	Date	Approved	Brief Description
005	28.07.2023	AAP Board	Executive responsibility for developing the annual Operating Plan and Budget. Inclusion of responsibilities of Executive Liaison Officers and Regional Directors. Specification that members of the Executive are appointed.
004	05.2019	Executive	
003	11.2017	Executive	
002	12.2016	Executive	
001	30.09 2015	AAP Board	New Charter