



**Australasian  
Association of  
Philosophy**  
aap.org.au

## OPERATING COMMITTEES CHARTER

Charter	Operating Committees	Version	002
Responsible person	CEO	Scheduled review date	July 2024

### PURPOSE OF CHARTER

The Operating Committees Charter sets out the role, composition, and responsibilities, of Operating Committees that report to the Executive Committee. The Executive Committee is a committee of the Board, and its role, composition and responsibilities are set out in the Executive Committee Charter.

### PURPOSE OF OPERATING COMMITTEES

The role of the Operating Committees is collectively to carry out the day-to-day operations of the AAP that are directed towards achieving the objects of the Association as specified in the Constitution. Each Operating Committee is led by a Committee Convenor and has a Terms of Reference which sets out the constitution and function of the committee.

### Relationship between the Executive and the Operating Committees

The relationship between the Operating Committees and the Executive is a partnership that is crucial to achieving the activities of the Association as set out in the annual Operating Plan and the committee Terms of Reference. The Executive is responsible for overseeing and supporting the Operating Committees in the delivery of their projects and activities. To facilitate these activities and to ensure good communication, each committee is assigned a representative from the Executive – an Executive Liaison Officer (ELO), as their point of contact on the Executive and who acts as an interface between the Executive and Committee. Committee Convenors should report to their Executive Liaison Officer in a

timely manner on relevant operational matters. Executive Liaison Officer should in turn report to the Executive on operational matters that require attention of the Executive Committee.

## **RESPONSIBILITIES OF OPERATING COMMITTEES**

### **Responsibilities of Operating Committee Convenors**

The principal responsibilities of Operating Committee Convenors include:

- Determining the constitution of the committee, in consultation with the Executive Liaison Officer;
- Leading, and overseeing effective performance, of the Operating Committee;
- Ensuring that the Operating Committee functions within its Terms of Reference;
- Ensuring that Committee members have adequate opportunity to contribute;
- Setting the agenda for Operating Committee meetings;
- Establishing a protocol to take effect when the Committee Convenor is absent from meetings of the Committee;
- Contributing to the development of, and monitoring performance against activities assigned to their committee in, the annual Operating Plan;
- Maintaining relations between the Operating Committee and the Executive, including, in particular, meeting with the nominated Executive Liaison Officer, the Chief Executive Officer and the General Manager;
- Attending quarterly meetings of General Operating Committees; and
- Participating in evaluation of the performance of the Operating Committee.

### **Responsibilities of Members of Operating Committees**

The principal responsibilities of members of Operating Committees include:

- Working effectively with the Committee Convenor and the other members of the Operating Committee;
- Working in accordance with the policies and procedures of the Association;
- Reporting performance in an accurate and transparent manner; and
- Promoting and endorsing the AAP's Values in all aspects that affect the operations of the Association.

## **CONSTITUTION OF OPERATING COMMITTEES**

### **Appointment of Committee Convenors**

All Committee Convenors are appointed by the Executive. Committee convenors should be (or become) members of the Association. The term to which Committee Convenors are appointed depends upon the Committee. For most committees' initial appointments of convenors will be for three years.

## **Appointments to Operating Committees**

Appointments to Operating Committees shall be made by Committee Conveners in consultation with the Executive Liaison Officer with reference to the committee constitution as set out in the committee Terms of Reference. Invitations to join committees will be made through written invitation from Committee convenors.

## **SCOPE OF AUTHORITY OF OPERATING COMMITTEES**

Any decision-making power delegated to an Operating Committee must be specified by the Executive and must be within the delegation levels given to the Executive by the Board. Any activities of Operating Committees, including Committee Conveners, on behalf of the Association, must have the prior approval of the Executive.

## **OPERATING COMMITTEE MEETINGS**

### **Operating Committee Calendars**

Operating Committees should have meetings in accordance with their terms of reference in order to meet their purpose and objectives.

### **Operating Committee Papers**

- Papers for meetings should be provided sufficiently far in advance of scheduled meetings to permit adequate preparation.
- Agendas should be settled sufficiently far in advance of scheduled meetings to permit adequate preparation. There should be adequate time for discussion of agendas prior to meetings.

### **Conflicts**

Members of Operating Committees must not take improper advantage of their positions as members of Operating Committees. A member must inform the Committee Convenor as soon as they become aware of any conflict or potential conflict of interest which they may have in relation to any particular item of business. When a conflict arises, the conflicted member will typically be absent from discussion and decision of the matter. Exceptions may be allowed, but only after the Committee Convenor has secured the agreement of Executive. All conflicts of interest must be recorded in the minutes of meetings.

## **GENERAL OPERATING COMMITTEE MEETINGS**

General meetings of Operating Committees involve convenors of all Operating Committees, their ELOs, the CEO and General Manager (or their designate) who acts as the Secretary for these meetings. These meetings function to provide:

- Reporting on committee activities as stipulated in committee ToRs and against activities assigned in the annual Operating Plan;

- Raising issues for attention, discussion and resolution; and
- Opportunities for cross-pollination of committee activities.

### **General Meeting Calendars**

General meetings of Operating Committees are held quarterly by video conference.

### **General Meeting Papers**

Papers are provided in advance of meetings. Agendas should be settled by the CEO in conjunction with the General Manager and include a standing item for committee reporting with adequate time for discussion.

## **REPORTING REQUIREMENTS OF OPERATING COMMITTEES**

Operating Committees will provide both verbal and written reports to the Executive. Written reports are to be provided prior to quarterly General Operating Committees meetings. The report should conform to the template circulated by the General Manager. Convenors should liaise with their Executive Liaison Officer in the month prior to the quarterly General Meeting. Outside of these times, Convenors, and committee members, should meet with their Executive Liaison Officer on a needs be basis. Executive Liaison Officers will follow up with convenors on relevant matters raised in Executive meetings.

If an Operating Committee has nothing to report, then it will lodge a Quarterly Report that says “nothing to report”.

## **NEW MEMBERS**

### **Briefing New Members**

#### **(a) Committee Convenors**

On appointment to the position of Committee Convenor, members shall be provided with the induction handbook which explains the structure and activities of the Association and a link to the Governing Documents, including this Charter and their individual committee Terms of Reference. Upon appointment, Committee Convenors will also be provided with access to relevant parts of the AAP webpage and meeting agendas, including the Operating Plan.

#### **(b) Other Members of Operating Committees**

On appointment to the position of member of an Operating Committee, members shall be informed in writing what is expected of them in terms of time commitment and participation in activities.

## **TERMS OF REFERENCE FOR OPERATING COMMITTEES**

Each Operating Committee has terms of reference that are developed and approved by the Executive. Changes to the terms of reference must be made in consultation with their Executive Liaison Officer and approved by the Executive.

DOCUMENT VERSION History

**Amendments**

<b>Version #</b>	<b>Date</b>	<b>Approved</b>	<b>Brief Description</b>
002	28.07.2023	AAP Board	Inclusion of: responsibilities of Executive Liaison Officers, Regional Directors, and material related to General Meetings. Specification that Convenors of Operating Committees are appointed.
001	30.09.2015	AAP Board	New Charter